

## Agenda

### HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. July 5, 2023

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



**Public charge:** The Hillsborough Historic District Commission pledges to the community of Hillsborough its respect. The commission asks members of the public to conduct themselves in a respectful, courteous manner with the commission members and with fellow community members. At any time should any member of the commission or community fail to observe this public charge, the chair or the chair's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the chair or the chair's designee will recess the meeting until such time that a genuine commitment to this public charge can be observed.

#### 1. Call to order, roll call, and confirmation of quorum

#### 2. Commission's mission statement

To identify, protect, and preserve Hillsborough's architectural resources and to educate the public about those resources and preservation in general. The Hillsborough Historic District presents a visual history of Hillsborough's development from the 1700s to the 1960s. In 1973, the town chose to respect that history through the passage of the preservation ordinance creating the historic district.

#### 3. Agenda changes

#### 4. Minutes review and approval

Approve minutes from regular meeting on May 3, 2023

Approve minutes from regular meeting on June 7, 2023

#### 5. Old business

- A. Certificate of Appropriateness Application: **104 W. Union Street** – Applicant is requesting to install an electric vehicle charger on a pedestal between the building and parking area. (PIN 9874083136.002)
- B. Certificate of Appropriateness Application: **216 S. Occoneechee Street** – Applicant is requesting to add an outbuilding to the property. (PIN 9864753365)
- C. Certificate of Appropriateness Application: **437 Dimmocks Mill Road, Suite 2** – Applicant is requesting to replace a wooden staircase with an ADA-compliant anodized aluminum access ramp, replace two existing roll-up doors with glazed anodized aluminum storefront assemblies, retain the right-most roll-up door, add a guard railing matching the ramp system along both sides of the existing concrete ramp and at dock level, remove a portion of the existing planter at loading dock level for ADA compliant parking bays, and add code compliant handrails to the right-most stairs. (PIN 9864646207.006)

#### 6. New business

- A. Certificate of Appropriateness Application: **109 N. Wake Street** – Applicant is proposing a first-floor renovation, first-floor rear addition, second-floor rear and side additions, and a rear deck (PIN 9864965541)
- B. Certificate of Appropriateness Application: **212 N. Occoneechee Street** – Applicant is requesting after-the-fact approval for changes to a previously approved COA for a new construction house. (PIN 9864779269)

**7. Elect new vice chair**

**8. Certified Local Government (CLG) updates**

**9. Adjournment**

Interpreter services or special sound equipment for compliance with the American with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of one business day in advance of the meeting.

# Minutes

## HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. May 3, 2023

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



Present: Chair Will Senner, Elizabeth Dicker, G. Miller, Mathew Palmer, Hannah Peele and Bruce Spencer

Absent: Vice Chair Max Dowdle

Staff: Planner Joseph Hoffheimer and Town Attorney Bob Hornik

### 1. Call to order, roll call, and confirmation of quorum

Chair Will Senner called the meeting to order at 6:30 p.m. Senner called the roll and confirmed the presence of a quorum.

### 2. Commission's mission statement

Senner read the statement.

### 3. Agenda changes

Senner asked staff if there were any agenda changes, and Planner Joseph Hoffheimer responded that there were three revisions. Hoffheimer said that, on the written decisions for 318 W. Queen St., the vote has been updated to 4-1 from 5-1 to reflect Member Bruce Spencer's recusal on the vote. The updated 4-1 vote has been reflected on the written decision that will be signed. Hoffheimer noted that another change was a spelling error on 404 N. Churton St. that was corrected prior to the meeting. He said the third change was to the staff report for the 418 Calvin St. application. The address of 113 N. Churton St. was used in the staff report when it should have been 418 Calvin St. All other information is correct, Hoffheimer said.

### 4. Minutes review and approval

Minutes from the regular meeting on March 1, 2023.

Senner called for comments on the minutes. There being none, he asked for a motion to approve.

Motion: Spencer moved approval of the March 1, 2023, minutes as submitted. Member G. Miller seconded.

Vote: 6-0. Nays: 0.

Minutes from the regular meeting on April 5, 2023.

Senner called for comments on the minutes.

Miller stated that he had a comment on the minutes. He stated that he had voted against the application for 318 W. Queen St. at the April 5, 2023, meeting, and he asked to insert a note into the minutes to support his vote of nay. Town Attorney Bob Hornik advised that, although it is not appropriate to add it to the minutes because it is not contemporaneous with the meeting, Miller could provide comments that explain his nay vote that would become part of the record.

Senner asked Hornik for clarification on whether the vote on the minutes should be taken before Miller's comments, and Hornik confirmed that the vote should proceed first.

Senner called for a motion on the April 5, 2023, minutes.

Motion: Member Hannah Peele moved approval of the April 5, 2023, minutes as submitted. Spencer seconded.

Vote: 6-0. Nays: 0.

Miller read a statement to explain his nay vote on the 318 W. Queen St. application. He stated that, although he did not have a problem with the application in general, the absence of a condition regarding floodlights gave him reason to vote nay on the request. He stated that he felt the use of floodlights would negatively impact the neighboring property and would not meet the Historic District's exterior lighting standard.

## **5. Written Decisions review and approval**

Written Decisions from regular meetings on:

March 1, 2023

April 5, 2023

Senner asked Hornik for clarification regarding the procedure for written decisions review and approval. Hornik stated that each decision should be approved separately unless there is no objection to approving them collectively. Hoffheimer said his understanding was that if there were no comments, then they could be approved collectively but if there were comments on a particular decision, then that decision should be reviewed and approved separately. He noted that this was the first time the commission was following the procedure set forth in Chapter 160D of the General Statutes and that staff would be looking to streamline the process for future meetings.

Hornik stated that under Chapter 160D every quasi-judicial decision must include the written rationale for the decision. He said that, while this has been done in the past, following the new state standard will provide clearer evidence in the event of an appeal. Hoffheimer stated that the language should be taken from the minutes that have been approved. He noted that appeals are now heard by Orange County Superior Court and not by the Board of Adjustment. Hornik stated that he had read through the decisions and believes they reflect the discussion, rationale and findings made by the commission.

Senner called for comments or corrections.

Member Elizabeth Dicker expressed her satisfaction with the written decisions.

Senner called for a motion to approve the March 1, 2023, written decisions.

Motion: Dicker moved to approve the March 1, 2023, written decisions. Miller seconded.

Vote: 6-0. Nays: 0.

Senner asked for clarification on when the written decisions should be signed. Hoffheimer said they could be signed at the end of the meeting.



Senner called for a motion to approve the April 5, 2023, written decisions.

Motion: Spencer moved to approve the April 5, 2023, written decisions. Peele seconded.  
Vote: 6-0. Nays: 0.

## **6. New business**

- A. Certificate of Appropriateness Application: 418 Calvin St. — Applicant is requesting to construct a 7.5-foot by 13-foot rear bathroom addition.

Senner asked if there were any conflicts of interest and opened the public hearing when none were raised. He called for any witnesses to come forward to be sworn in.

Hoffheimer and applicant Stephanie Trueblood were sworn in.

Hoffheimer stated for the record that although he and the applicant both work for the town, he can maintain impartiality. He provided a background description for the property at 418 Calvin St. He stated that it is a contributing structure to the National Register Historic District and is over 50 years old.

Hoffheimer reviewed the application materials including the Certificate of Appropriateness application, project narrative, proposed exterior materials, existing photos, plot plan and elevations. He stated that the applicable design standards are additions to residential buildings. He reviewed the inventory information for the one-and-a-half-story, craftsman-style bungalow. He invited the applicant to speak on the application.

Trueblood spoke regarding previous renovations not noted on the inventory description. She stated that metal columns have been removed and that the vinyl, turned posts on the porch had been replaced previously with wood posts. She stated that the house has a shed-roof bathroom that was not part of the original structure built in 1919 as a one-room house. She proposes to follow the same roof slope for the addition to match the existing bathroom. She also proposes to use the same metal roof and wood siding to match existing materials. She stated that a slab foundation and French drain are proposed. She explained the design considerations regarding the window placement.

Trueblood confirmed that the extension of the roof trim would match the existing roof. She requested that the last plank be allowed to be cement HardiePlank and not wood to protect it from rot and termites. She clarified that the single HardiePlank would match the look and finish of the wood siding.

Senner asked the commissioners if there were any objections to the request to use HardiePlank for the last board, and there were none.

Senner asked if there were any questions.

Miller asked for clarification on the roof overhangs. Trueblood stated the intent was to match the rear addition and questioned whether the drawing was misleading. She restated her intent to match the rear addition on both sides and stated that could be included in the record and that she would modify the application if needed.

Senner asked for any additional comments.

Senner asked for any additional references on the standards. Peele commended the applicant's decision to use wood for the addition.

Senner closed the public hearing.

Member Mathew Palmer commended the applicant on the level of detail in the application.

Motion: Miller moved as a finding of fact that the application for a bathroom addition at the rear of the residence at 418 Calvin St. is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards for additions to residential buildings. Senner seconded.

Vote: 6-0. Nays: 0.

Motion: Miller moved to approve the application as submitted with the condition that the roof overhang on the addition be the same as the overhang on the current bathroom. Senner seconded.

Senner asked if there was any discussion.

Spencer asked if it needed to be noted that the commission approved the use of HardiePlank for the lowest board. Senner confirmed with Hornik that because that would be included in the minutes, that was sufficient.

Palmer asked if commissioners were certain they wanted to add the condition to the motion. Dicker said she supported including the condition because the exhibit they were reviewing did not reflect that the overhangs were balanced. Senner stated that while he did not view the submitted application as incongruent, the suggested modification is more congruent and preferred. Palmer expressed his concerns with setting a precedent and maintaining consistency from case to case. Spencer spoke regarding his belief that the motion is consistent with the commission's past actions.

Senner reopened the public hearing to allow Trueblood to provide a clarification.

Trueblood stated that she believes that the drawing is incorrect and not reflective of her intention to match the roof overhangs. She supports the condition as a point of clarification.

Palmer referred to previously discussed best practices about avoiding making decisions that might be perceived as arbitrary. Senner requested an opinion by Hornik who confirmed that, based on the drawings, it was an appropriate condition. Peele stated that because the drawings were not completely reflecting the intended result, she believes it is appropriate to include the condition.

Senner closed the public hearing.

## **7. Amend updated Rules of Procedure**

Senner asked Hoffheimer to provide an overview of the proposed amendment. Hoffheimer stated that a previous update had not included language that is now proposed to be inserted into the Rules of Procedure. He said that in Section 12 of the Historic District Design Standards, the language should be added back in that

“applications for changes to landmark properties will be evaluated against the secretary of the interior standards for rehabilitation,” which is consistent with language in the Unified Development Ordinance. He clarified that it is for properties that have already been designated as Local Landmarks. Currently, he said, this includes just the two mill properties.

Senner asked for a motion to approve the amendment.

Motion: Miller moved approval of the amendment. Spencer seconded.

Vote: 6-0. Nays: 0.

Dicker asked if Local Landmarks applications coming before the commission will be tagged for review. Hoffheimer confirmed that they would and restated that it only applies to two properties at this point.

## **8. Updates**

### **A. Nash Street property code enforcement case**

Hoffheimer reported that the property had obtained permits. Dicker clarified the property location as being between Tryon and King streets. Hoffheimer confirmed that the work being undertaken has been permitted.

### **B. Subcommittees**

Senner asked about subcommittees. Hoffheimer responded that staff is working to schedule the meetings.

Hoffheimer stated that he is seeking training opportunities to maintain Certified Local Government status. Senner mentioned online training opportunities through the North Carolina State Historic Preservation Office that the town had previously participated in. Hoffheimer said he will confirm with Shannan Campbell, planning and economic development manager, but many training sessions are moving to in-person events.

Hoffheimer said there were no more updates.

There was discussion on whether the July commission meeting would be canceled. Hoffheimer stated that the application submittals have not been heavy lately but said it is beneficial to have a meeting just to approve the written decisions. He said that a canceled meeting pushes back the approval of the written decisions by a month and can cause hardship for applicants. He said it is difficult to generate a record of the decision at the meeting because the minutes provide the basis for the decision. Hornik stated that the date of entry of the written decision is the starting point for work as well as for someone to appeal the decision.

Miller asked if the property owner at 404 N. Churton St. had contacted an arborist. Hoffheimer said there was no additional support provided by the owner.

Dicker asked if others had received literature on maintaining stone walls from Preservation Hillsborough. She said it included design standards for stone walls, an inventory of stone walls and their condition and a list of stone masons. Commissioners discussed the information, and Hoffheimer said he would be glad to receive a copy of the package.

Senner asked for other updates and there were none.

## **9. Adjournment**

Senner adjourned the meeting at 7:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joseph Hoffheimer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Joseph Hoffheimer  
Planner  
Staff support to the Historic District Commission

Approved: X, X , 2023

# Minutes

## HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. June 7, 2023

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



Present: Vice Chair Max Dowdle, Members Elizabeth Dicker and G. Miller

Absent: Chair Will Senner, Members Hannah Peele, Mathew Palmer and Bruce Spencer

Staff: Planner Joseph Hoffheimer and Town Attorney Bob Hornik

### 1. Call to order, roll call, and confirmation of quorum

Vice Chair Max Dowdle did not call the meeting to order due to lack of a quorum. The meeting was canceled at 6:55 p.m.

### 2. Commission's mission statement

The mission statement was not read due to lack of a quorum.

### 3. Agenda changes

This item was not discussed due to lack of a quorum.

### 4. Minutes review and approval

No action was taken on minutes from the regular meeting on May 3, 2023, due to lack of a quorum.

### 5. Written Decision review and approval

No action was taken on the written decision from the regular meeting on May 3, 2023, due to lack of a quorum.

### 6. New business

#### A. Certificate of Appropriateness Application: 104 W. Union St.

This item was not discussed due to lack of a quorum.

#### B. Certificate of Appropriateness Application: 216 S. Occoneechee St.

This item was not discussed due to lack of a quorum.

#### C. Certificate of Appropriateness Application: 437 Dimmocks Mill Rd., Suite 2

This item was not discussed due to lack of a quorum.

### 7. Subcommittee updates and amendment process overview

This item was not discussed due to lack of a quorum.

### 8. Public comment/notice discussion

This item was not discussed due to lack of a quorum.

**9. Other updates**

This item was not discussed due to lack of a quorum.

**10. Adjournment**

No action was taken due to lack of a quorum.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joseph Hoffheimer". The signature is fluid and cursive, with the first name "Joseph" and last name "Hoffheimer" clearly distinguishable.

Joseph Hoffheimer

Planner

Staff support to the Historic District Commission

Approved: \_\_\_\_\_, 2023

**ITEM #5. A:**

**Address:** 104 W. Union Street

**Year Built:** c. 1960 (renovated and converted into condominiums c. 2019)

**Historic Inventory Information (2013)**

This one-story, side-gabled, brick building is five bays wide and double-pile with three low gabled dormers on the façade. The building has eight-over-eight wood-sash windows with six-light windows in the dormers and vinyl siding in the gables, dormers, and on the rear (west) elevation. The paneled door and sidelights have a classical surround with fluted pilasters and modillions on the entablature. It is accessed by an uncovered brick stoop with metal railing. There is a deep, gabled wing at the right rear (northwest) that has both six-over-six and eight-over-eight windows and two additional entrances on the left (south) elevation, one of which is accessed by a wood ramp. In its form the building is typical of 1950s and 1960s Ranch houses.

The inventory entry describes 401 N. Churton, which includes what is now 104 W. Union Street. The inventory entry predates the c. 2019 remodel into condominiums.

**Contributing Structure?** No

**Proposed work**

- Install an electric vehicle (EV) charger on a pedestal between the building and parking area.

**Application materials**

- Certificate of Appropriateness application
- Project narrative
- Existing and Proposed Dimensional Plans
- EV pedestal with charger dimensions
- List of proposed materials
- Additional photographs

**Applicable Design Standards**

- *Site Features and Plantings:* 10
- *Utilities:* 1 and 5

**Staff Comments:**

- There are no specific design standards for EV chargers, but the applicable design standards listed above are the most relevant. Staff are not aware of any similarly located EV chargers in the Historic District.
- Staff may approve EV chargers as a Minor Work if they are located behind the front line of the primary structure. However, 104 W. Union is located on a corner lot with no parking areas behind the front line of the primary structure.
- The pedestal will now be made of steel instead of aluminum, and it will now have a height of 51 inches instead of 47 inches.



TOWN OF  
**HILLSBOROUGH**

**Certificate of Appropriateness (COA) & Minor Works Application**

987408 3136 002

104 W. UNION STREET

Orange County Parcel ID Number  
Amy T Burns

Zoning District

Address of Project

Applicant Name  
104 W. Union Street

Property Owner (if different than applicant)

Applicant's Mailing Address  
Hillsborough, NC 27278

Property Owner's Mailing Address

City, State, Zip  
423-280-9273

City, State, Zip

Applicant's Phone Number  
amytburns53@gmail.com

Property Owner's Phone Number

Applicant's Email

Property Owner's Email

Description of Proposed Work: Install 50 amp circuit for EV charger on pedestal

Estimated Cost of Construction: \$ 3,300.00

The Historic District Design Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

**Applicant and Owner Acknowledgment and Certification**

I am aware that Historic District Design Standards, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that Town employees and/or Commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any Commissioner about my project until the public meeting at which it is under consideration.

Applicant's Signature (Optional)

Date

Amy T Burns  
Property Owner's Signature (Required)

5/18/23  
Date

**SUBMITTAL REQUIREMENTS:** The following documents and plans are required to accompany your COA application in order for it to be deemed complete and scheduled for Commission review. Planning staff will determine when all submittal requirements have been met. The first FOUR complete COA applications submitted by the deadline will be heard on any HDC agenda.

**All applications must include the following documents and plans (Provide a digital copy if plans are larger than 11"x17"):**

- ☒ Detailed narrative describing the proposed work and how it complies with all adopted standards.
- ☒ Existing and Proposed Dimensioned Plans (see below):
  - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
  - Scaled Architectural Plans (if changing building footprint or new construction)
  - Scaled Elevations (if adding or changing features of a structure)
  - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
  - Tree Survey (required for new construction when trees over 12" dbh are on site - show both existing and those to be removed)
  - Sign Specifications (if adding, changing, or replacing signage)
- ☒ Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).
- ☒ Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.



**STAFF USE ONLY:**

COA fee (\$1 per \$1000 of Construction Costs, \$10 minimum) or  
Minor Works fee (\$10 flat fee):

Amount: \$ \_\_\_\_\_

☐ After-the-fact application: (\$100 or double the COA/Minor Works fee\*)  
\*whichever is greater

Amount: \$ \_\_\_\_\_

Total due: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

This application meets all Unified Development Ordinance requirements and has been reviewed for compliance with all approved materials.

☐ N/A

☐ Yes

Zoning Officer: \_\_\_\_\_

This application meets public space division requirements.

☐ N/A

☐ Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information:**

Original date of construction: \_\_\_\_\_

Description of property: \_\_\_\_\_

Applicable Design Standards: \_\_\_\_\_

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit

☐ Orange County Building Permit

☐ Other: \_\_\_\_\_

**Minor Works Certificate of Appropriateness Application Decision:**

☐ Approved

☐ Referred to HDC

Minor Works Reference(s): \_\_\_\_\_

**Certificate of Appropriateness Decision:**

☐ Approved

☐ Denied

Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Historic District Staff Signature

\_\_\_\_\_  
Date

DETAILED NARRATIVE OF PROPOSED WORK

HILLSBOROUGH HISTORIC DISTRICT DESIGN STANDARDS

**REFERENCE PAGE 140-141 M. Sustainability and Energy Retrofit, VII**

- v. Installation of electric vehicle charging stations and related equipment in any existing or proposed driveway or off-street parking area and located behind the front line of the primary structure on site. Signage identifying the unit as a charging station may be painted onto the charging station or shall meet the requirements of Section 6: Setting and Site/Signage below. No off-site signage is permitted, and all on-site signage other than what is located in these standards requires Historic District Commission approval.

**UNION STREET CONDO PROPERTY PARKING IS LOCATED ON THE TOWN OF HILLSBOROUGH'S RIGHT OF WAY. THE PRESENT STANDARDS STATE THAT AN EV CHARGING STATION "BE LOCATED BEHIND THE FRONT LINE OF THE PRIMARY STRUCTURE ON SITE ." (ASSUMPTION IS THE FRONT LINE OF PRIMARY STRUCTURE ON SITE IS THE FIRST CONDO WHICH FACES CHURTON ST. AND THE 3 UNITS ARE ONE STRUCTURE. THE CHARGING STATION WOULD NEED TO BE PLACED IN LANDSCAPING AREA BETWEEN SIDEWALK AND ONE PARKING SPACE ASSIGNED TO 104 W. UNION UNIT (WHICH IS BEHIND THE FRONT LINE OF PRIMARY STRUCTURE AND CAN BE PLACED SO THAT IT IS NOT ON THE TOWN OF HILLSBOROUGH RIGHT OF WAY), IN OTHER WORDS, IT WILL BE ON THE UNION STREET CONDO PROPERTY.**

## **EXISTING AND PROPOSED DIMENSIONAL PLANS**



PROPOSED LOCATION FOR EV CHARGER ON PEDESTAL, ON THE SIDEWALK SIDE OF THE LANDSCAPING AREA LOCATED IN FRONT OF THE PARKING SPACE WHICH MEASURES 5 ½ FEET BETWEEN SIDEWALK AND PARKING SPACE. PARKING SPACE ITSELF IS 10 FEET WIDE. PROPOSED COLOR BLACK TO MATCH THE CONDO RAILINGS. ALSO WILL INCORPORATE SIMILAR LANDSCAPING.

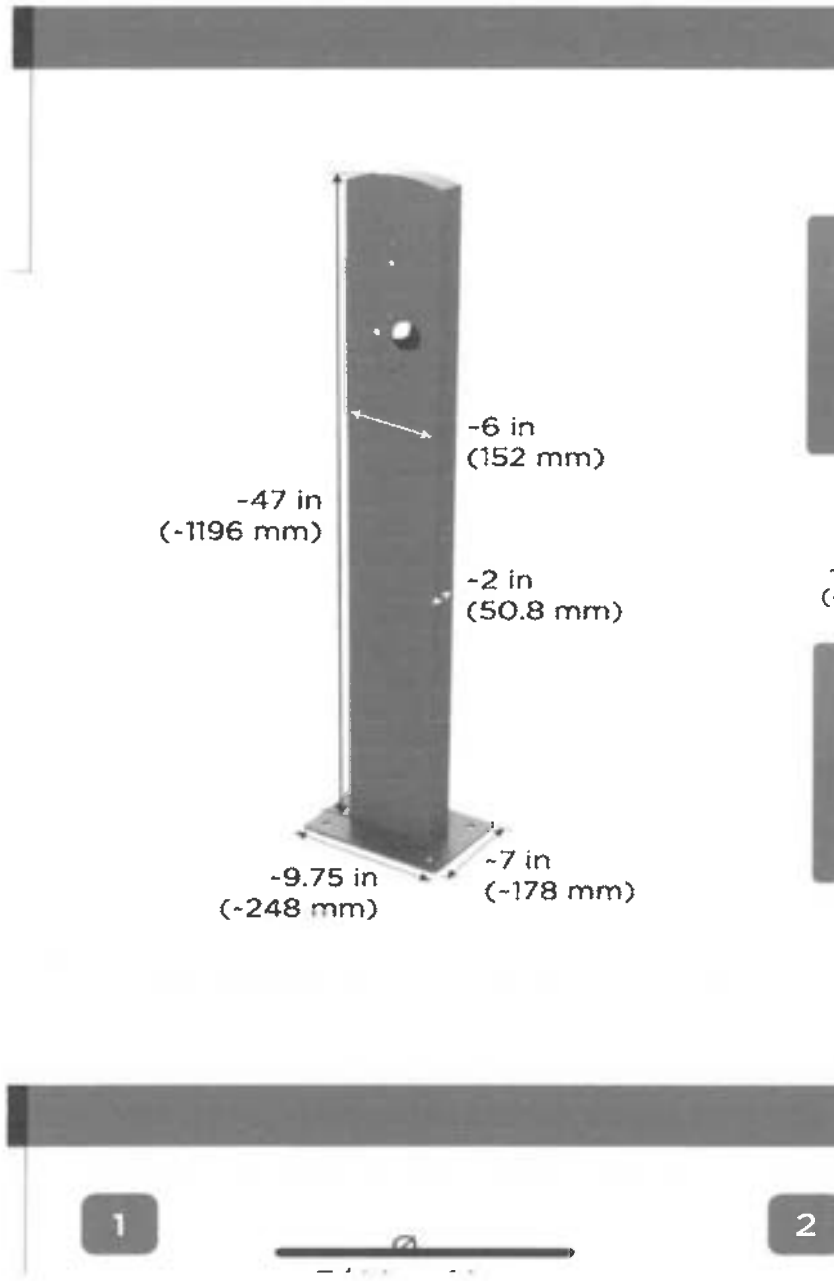
YELLOW MARK DENOTES APPROXIMATE LOCATION OF PEDESTAL.

## EV PEDESTAL WITH CHARGER - DIMENSIONS

9:22



tesla.com



9:27



tesla.com

3 of 10



## **LIST OF PROPOSED MATERIALS**

CONCRETE PAD

ALUMINUM

WIRE

## **ADDITIONAL PHOTOGRAPHS**

**FRONT OF LINE OF PRIMARY STRUCTURE FACING CHURTON STREET**





**PARKING AREA WITH LANDSCAPING FACING W. UNION STREET –  
LANDSCAPING AREA BETWEEN TOP OF PARKING SPACE TO SIDEWALK.**

**YELLOW MARK DENOTES APPROXIMATE LOCATION OF PEDESTAL.**

Type equation here.





☐ Check ☒ Cash ☐ Credit Card

060210

TOWN OF HILLSBOROUGH

\$ 10.00 Hillsborough, NC, May 18, 2023

Received of Amy T. Burns

Ten and 00/100

<input type="checkbox"/> Meter Deposit	<input type="checkbox"/> W/S Tap Fees	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Utility Donation
<input type="checkbox"/> Privilege License	<input type="checkbox"/> Park Rental	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Connect Fee
<input type="checkbox"/> Other	By Joseph Hotaler		

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874083136.002 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

6/21/2023  
Date

Joseph Hoffheimer, Planner  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIR	OWNER2_L	OWNER2_	ADDRESS1	ADDRESS	CITY	STATE	ZIPCODE
9874072965	HISTORIC HILLSBOROUGH				PO BOX 922		HILLSBORO	NC	27278
9874081381	DERR	SAMUEL P	DERR	AMANDA	107 W ORANGE		HILLSBORO	NC	27278
9874082201	MILLER	JENNIFER E			5706 OLD STONY V		DURHAM	NC	27705
9874083136									
9874083136	CRANE	DAVID M	CRANE	JUDITH P	102 W UNION ST		HILLSBORO	NC	27278
9874083136	BURNS	AMY T			104 W UNION ST		HILLSBORO	NC	27278
9874083136	HADDICAN	BRIDGET			106 W UNION ST	UNIT 3	HILLSBORO	NC	27278
9874083223	CLAPP	CHARLES ALAN	CLAPP	AMY L	405 N CHURTON S		HILLSBORO	NC	27278
9874083322	HOLLY LORINDA SNYDER				112 N HASELL ST		HILLSBORO	NC	27278
9874085280	GODFREY	DANIEL A			400 N CHURTON S		HILLSBORO	NC	27278
9874086022	DEMOREST	STEPHEN BRYA	DEMOREST	NANCY C	318 N CHURTON S		HILLSBORO	NC	27278
9874086269	WERRELL	TIMOTHY S	BLETTNER	VALERIE J	404 N CHURTON S		HILLSBORO	NC	27278





June 21, 2023

## NOTICE OF HISTORIC DISTRICT COMMISSION MEETING

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Amy T. Burns

Property Address: 104 W. Union Street (PIN: 9874083136.002)

Proposal: The applicant is requesting to install an electric vehicle charger on a pedestal between the building and parking area.

This proposal will be discussed at the HDC meeting to be held on **Wednesday, July 5, 2023, at 6:30 pm** in the **Town Hall Annex Meeting Room at 105 East Corbin Street**. Please park and enter in the rear of the building. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

A handwritten signature in cursive script that reads "Joseph Hoffheimer".

Joseph Hoffheimer  
Planner  
Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina  
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

**ITEM #5. B:**

**Address:** 216 S. Occoneechee Street

**Year Built:** c. 1920

**Historic Inventory Information (2013)**

This one-and-a-half-story, side-gabled house may have been built as mill housing for the nearby Newport Manufacturing Company. The house is three bays wide and double-pile with vinyl siding and windows and a modern metal roof. The off-center entrance indicates that the house may have originally had two entrances on the façade, both sheltered by a near-full-width, shed-roofed porch supported by square posts. There is a single window in each gable. The house appears on the 1924 Sanborn map.

**Contributing Structure?** Yes

**Proposed work**

- Add an outbuilding to the property.

**Application materials**

- Certificate of Appropriateness application
- Project narrative (including example photo and materials)
- Plot plan
- Floor plan
- Elevations

**Applicable Design Standards**

- *New Construction of Outbuildings and Garages: 1, 2, 3, 4, 5, 6, 7, and 9*

**Staff Comments:**

- The accessory structure will be a duplicate of the one at 404 Calvin, but the long side will orient to the front.
- The applicant has since confirmed that the barn door and windows will be made of wood, and the side door will be steel.
- Future fencing may be handled as a Minor Work in many (if not most) cases.



TOWN OF  
**HILLSBOROUGH**

**Certificate of Appropriateness (COA) & Minor Works Application**

216 S Occoneechee, Hillsborough

Orange County Parcel ID Number

Zoning District

Address of Project

Applicant Name  
Douglas Peterson

Property Owner (if different than applicant)

Applicant's Mailing Address  
404 Calvin Street

Property Owner's Mailing Address

City, State, Zip  
Hillsborough, NC 27278

City, State, Zip

Applicant's Phone Number  
919-260-6685

Property Owner's Phone Number

Applicant's Email

Property Owner's Email

Description of Proposed Work: add an outbuilding to property

Estimated Cost of Construction: \$ \$10,000

The Historic District Design Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsborough-nc.gov/government/advisory-boards/historic-district-commission>

**Applicant and Owner Acknowledgment and Certification**

I am aware that Historic District Design Standards, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that Town employees and/or Commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any Commissioner about my project until the public meeting at which it is under consideration.

Applicant's Signature (Optional)

Date

Property Owner's Signature (Required)

Date

**SUBMITTAL REQUIREMENTS:** The following documents and plans are required to accompany your COA application in order for it to be deemed complete and scheduled for Commission review. Planning staff will determine when all submittal requirements have been met. The first FOUR complete COA applications submitted by the deadline will be heard on any HDC agenda.

**All applications must include the following documents and plans (Provide a digital copy if plans are larger than 11"x17"):**

- ☒ Detailed narrative describing the proposed work and how it complies with all adopted standards.
- ☒ Existing and Proposed Dimensioned Plans (see below):
  - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
  - Scaled Architectural Plans (if changing building footprint or new construction)
  - Scaled Elevations (if adding or changing features of a structure)
  - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
  - Tree Survey (required for new construction when trees over 12" dbh are on site - show both existing and those to be removed)
  - Sign Specifications (if adding, changing, or replacing signage)
- ☒ Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).
- ☒ Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

**STAFF USE ONLY:**

COA fee (\$1 per \$1000 of Construction Costs, \$10 minimum) or  
Minor Works fee (\$10 flat fee):

Amount: \$ 10.00

☐ After-the-fact application: (\$100 or double the COA/Minor Works fee\*)  
\*whichever is greater

Amount: \$ \_\_\_\_\_

Total due: \$ 10.00

Receipt #: 060206

Received by: Evan Ruel

Date: May 8 23

This application meets all Unified Development Ordinance requirements and has been reviewed for compliance with all approved materials.

☐ N/A

☐ Yes

Zoning Officer: \_\_\_\_\_

This application meets public space division requirements.

☐ N/A

☐ Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information:**

Original date of construction: \_\_\_\_\_

Description of property: \_\_\_\_\_

Applicable Design Standards: \_\_\_\_\_

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit

☐ Orange County Building Permit

☐ Other: \_\_\_\_\_

**Minor Works Certificate of Appropriateness Application Decision:**

☐ Approved

☐ Referred to HDC

Minor Works Reference(s): \_\_\_\_\_

**Certificate of Appropriateness Decision:**

☐ Approved

☐ Denied

Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Historic District Staff Signature

\_\_\_\_\_  
Date



Hillsborough Historic District Commission

May 7, 2023

Douglas Peterson

216 S Occoneechee St

Hillsborough, NC

Commissioners,

Currently I am in the middle of the renovation and addition to the property on Occoneechee. The house is currently “weathered in” and the plumbing is rough-in. HVAC should start within the next 10 days.

I am currently submitting an application to construct a 12 ft by 24 ft out-building at the far right back of the property. We will maintain a minimum of 13 foot offset from the back and right side property line. The building will be a duplicate of the building I constructed at 404 Calvin except that it will be oriented with the long side front. It will also be built on grade with a “slab” for a foundation and will have a barn door front. Like the current building, it will have hardy plank sides and a metal roof. Our intention is to use the “new” brown 5V metal that has been removed from the original structure on the shed.



The back portion of the property will be cleared of debris and some trees below the 12" cutting limit. This will part of a general clean-up on all the perimeter of the property to get unmanaged scrub brush, saplings, and – frankly – trash debris that has been tossed as trash onto the property over the past 100 years. Once we get the backyard cleaned up and plantings determined, then we will return once more to the HDC with a proposed fence plan.

Thank you for your consideration for this project. I welcome all input and questions from the HDC.

Sincerely,

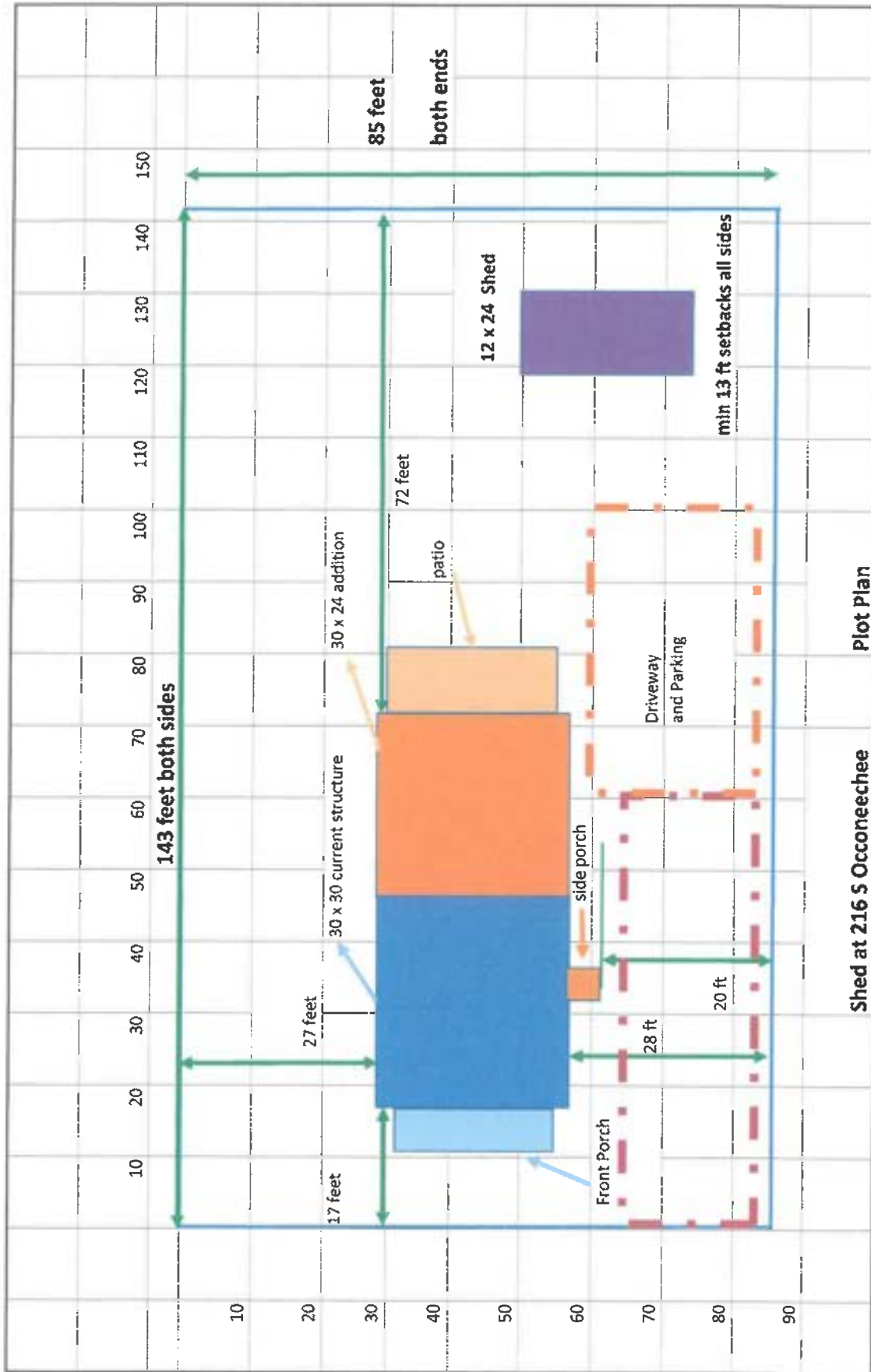
Douglas Peterson

404 Calvin St

Hillsborough, NC

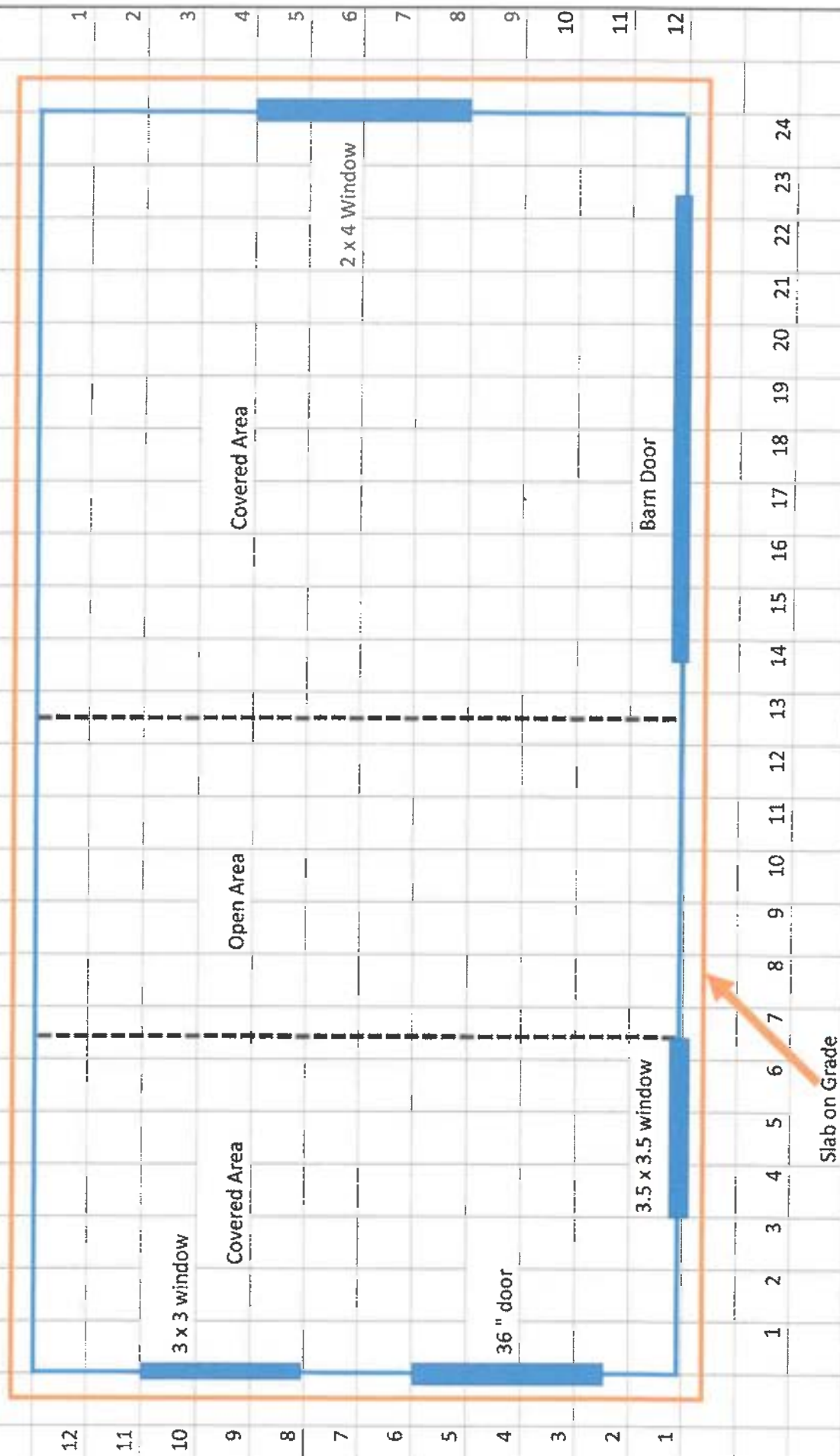




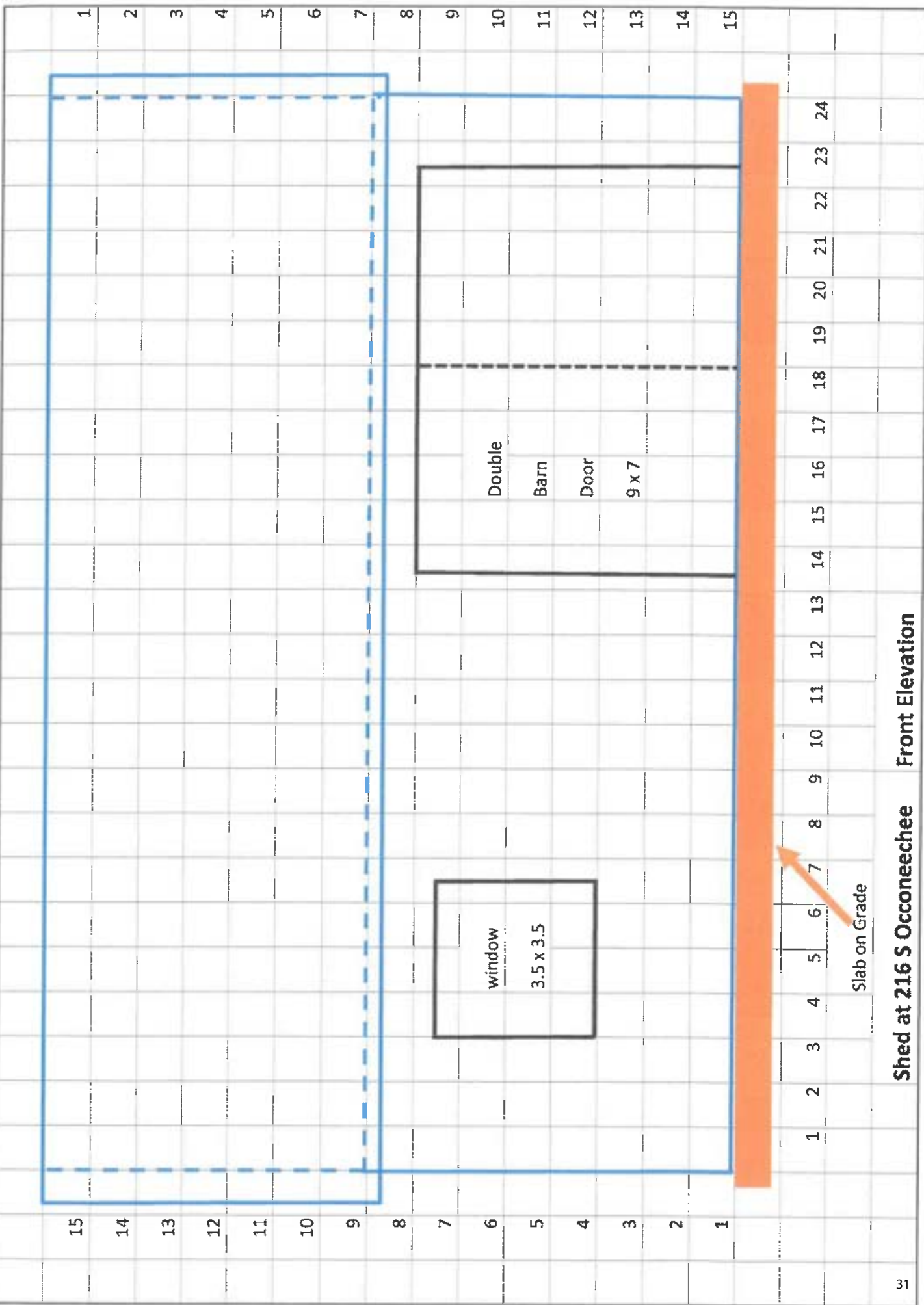


Plot Plan

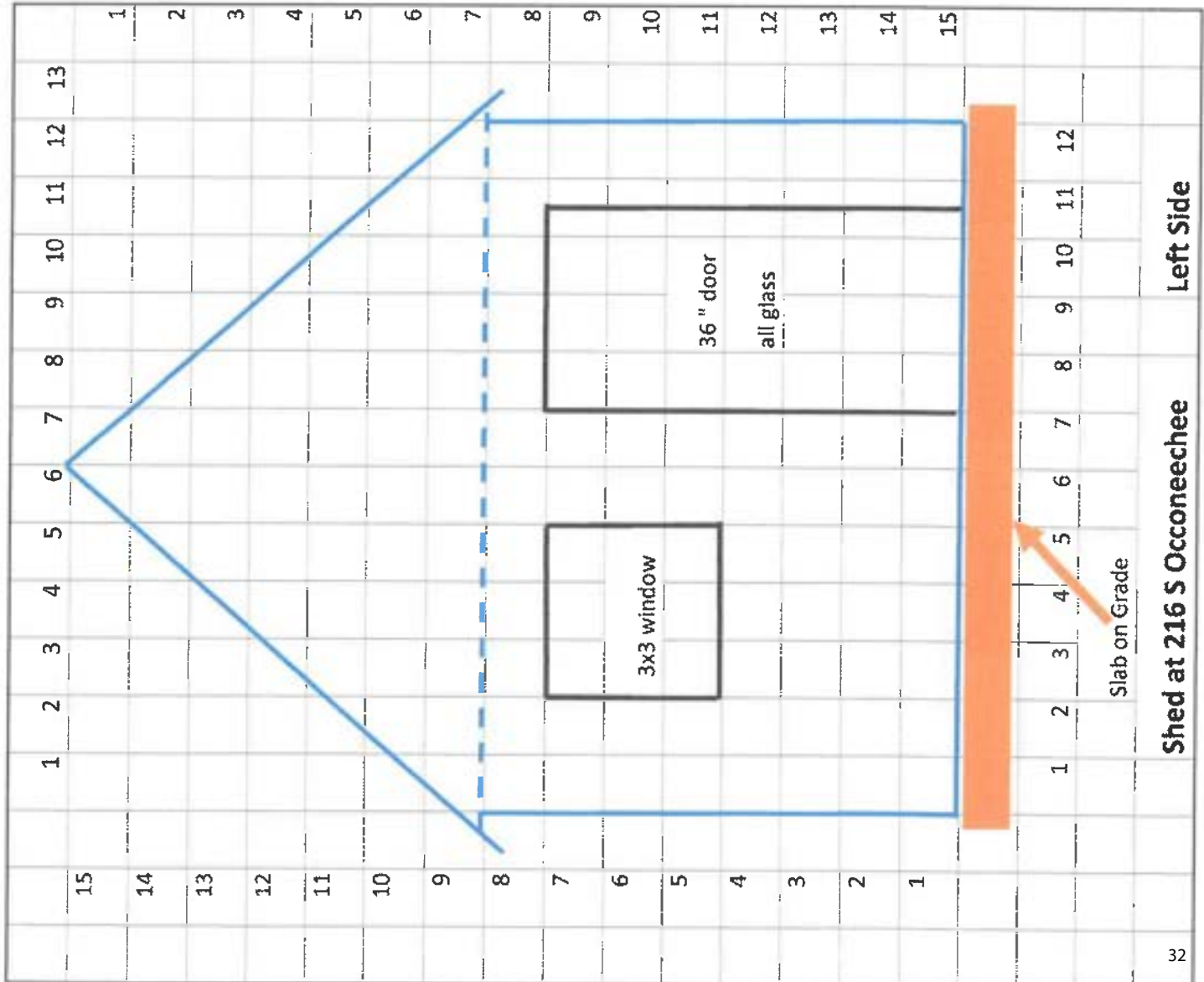
Shed at 216 S Occoneechee

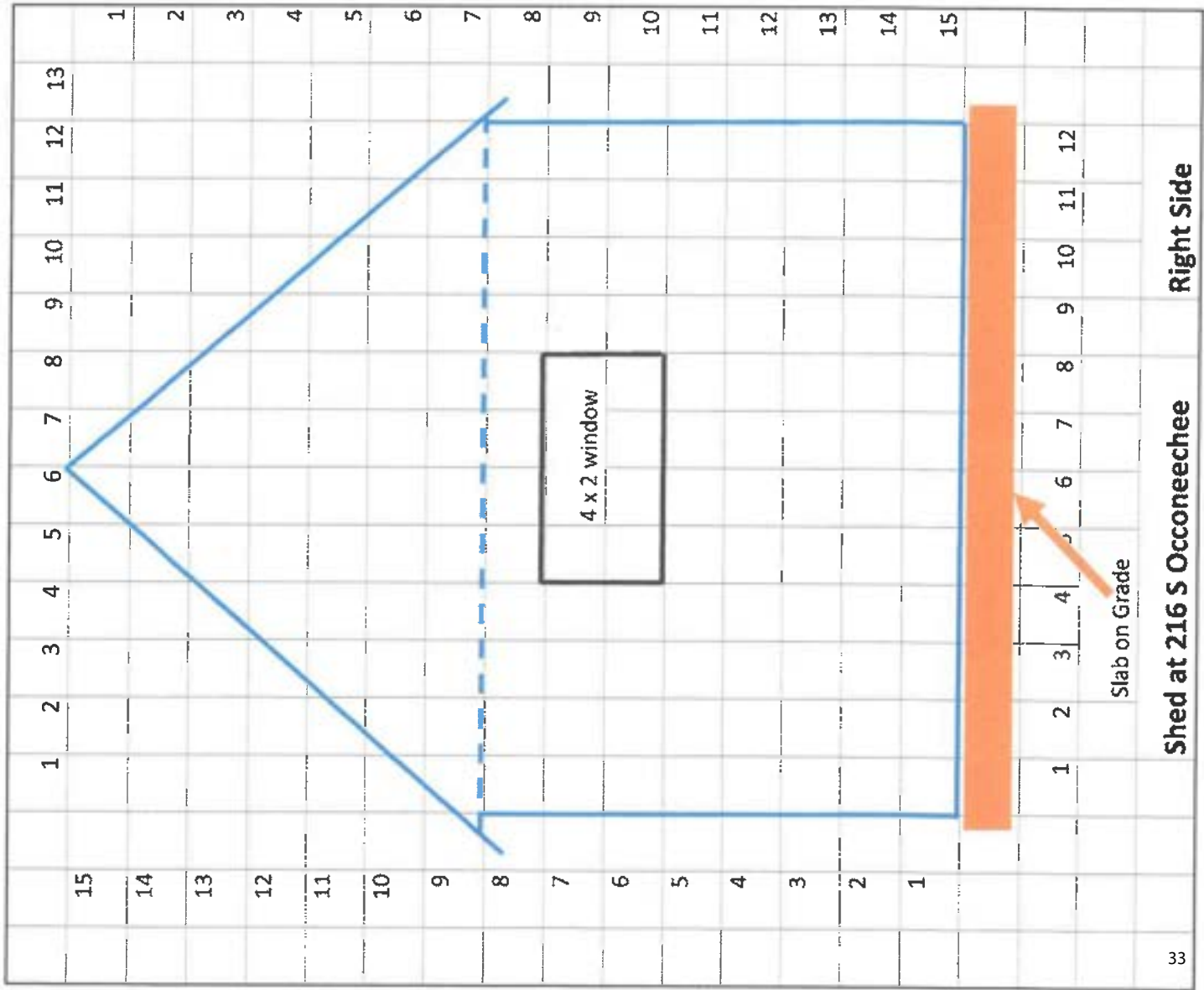


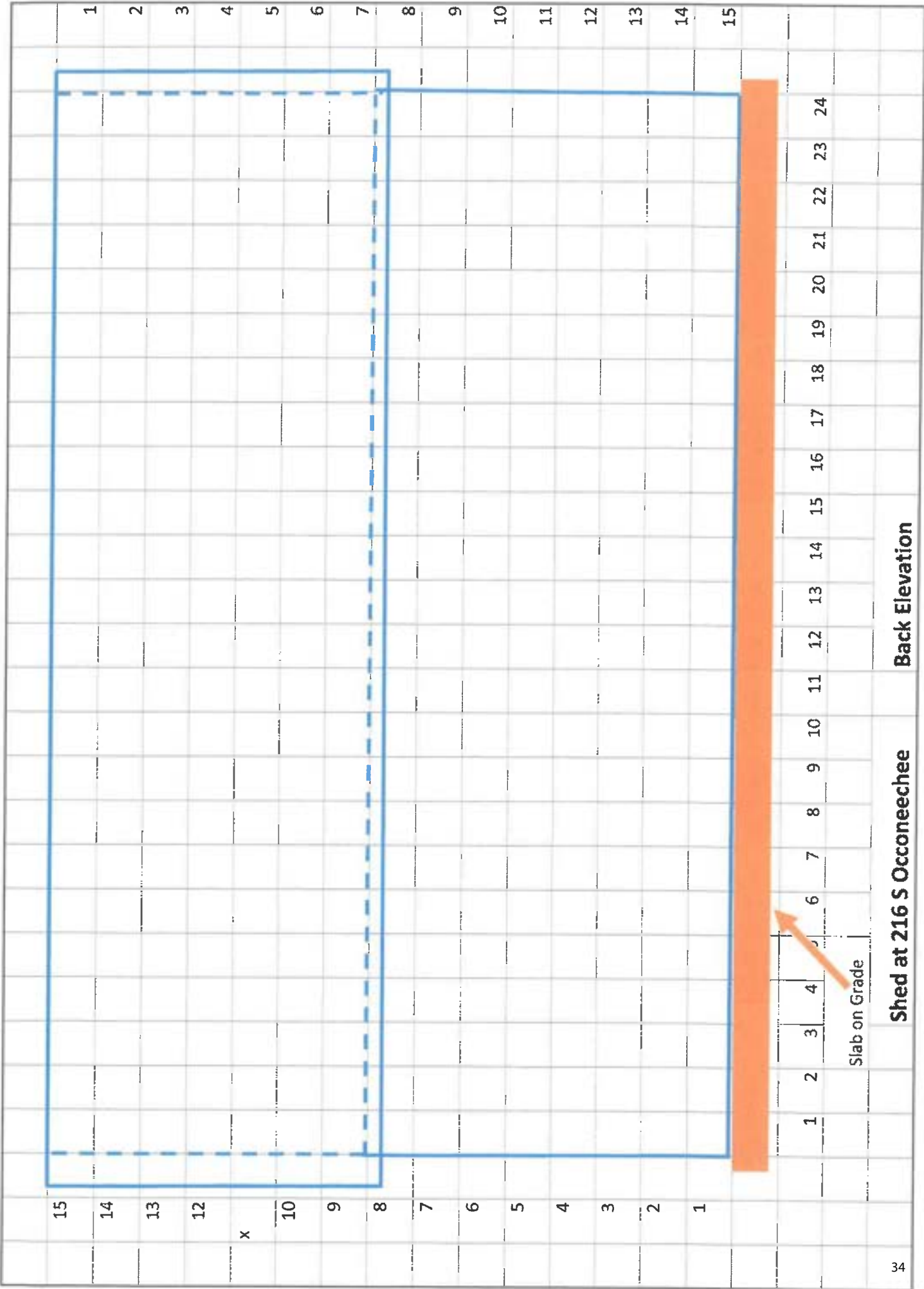
**Shed at 216 S Occoneechee Floor Plan**



Shed at 216 S Occoneechee Front Elevation







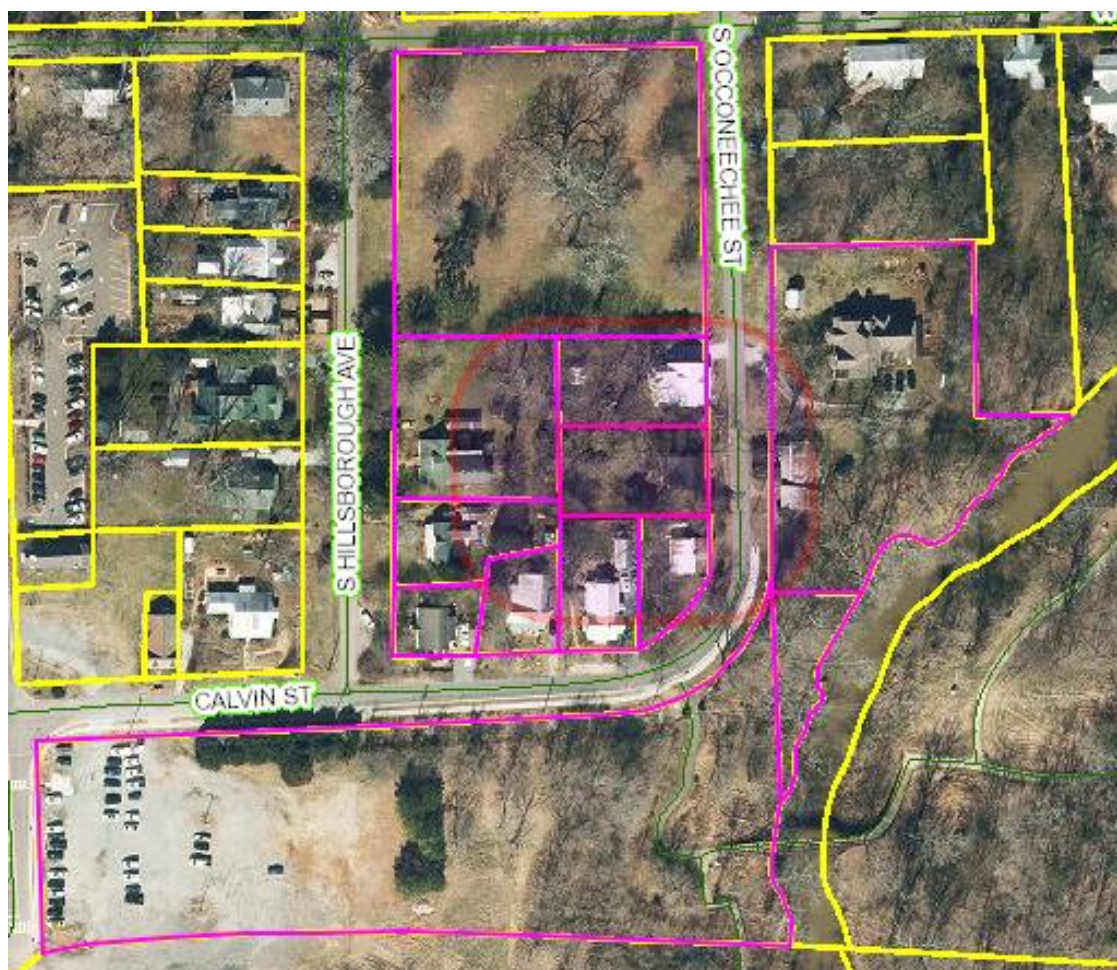


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864757417 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

6/21/2023  
Date

Joseph Hoffheimer, Planner  
(for Hillsborough Planning Department)

PIN	OWNER1	OWNER1	OWNER2	OWNER2	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864755143	NORTH CA	COMPANY			2809 HIGHWC		RALEIGH	NC	27604
9864755364	REDMAN	CYNTHIA A	SMITH	EDWARD	219 S HILLSBO		HILLSBORO	NC	27278
9864755472	WHITE	JOHN D			217 S HILLSBO		HILLSBORO	NC	27278
9864755582	MERRICK	PIPSISEW			215 HILLSBOR		HILLSBORO	NC	27278
9864756317	STABLEY	TODD C			408 CALVIN S		Hillsboro	NC	27278
9864756398	PETERSON	DOUGLAS			404 CALVIN S		HILLSBORO	NC	27278
9864756746	HILLSBORO	OF			PO BOX 429	PUBLIC SP	HILLSBORO	NC	27278
9864757359	RAYNOR	CAROLYN	RAYNOR	MICHAEL	218 S OCCONI		HILLSBORO	NC	27278
9864757417	PETERSON	DOUGLAS			404 CALVIN S		HILLSBORO	NC	27278
9864757505	ALLORE	ELISABETH			212 S OCCONI		HILLSBORO	NC	27278
9864758285	LANE	CAROL MA			124 DALLAVIA		MORRISVI	NC	27560
9864850538	TAYLOR H	ROBBIN L	HALL	WILLIAM L	209 S OCCONI		HILLSBORO	NC	27278





June 21, 2023

## NOTICE OF HISTORIC DISTRICT COMMISSION MEETING

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Douglas Peterson

Property Address: 216 S. Occoneechee Street (PIN: 9864753365)

Proposal: The applicant is requesting to add an outbuilding to the property.

This proposal will be discussed at the HDC meeting to be held on **Wednesday, July 5, 2023, at 6:30 pm** in the **Town Hall Annex Meeting Room at 105 East Corbin Street**. Please park and enter in the rear of the building. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

Joseph Hoffheimer  
Planner  
Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina  
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472



**ITEM #5. C:**

**Address:** 437 Dimmocks Mill Road

**Year Built:** 1896, 1904, c. 1917, c. 1923, c. 1971

**Historic Inventory Information (2011)**

In c. 1923, an addition [A7] was built north of the lapper room [A2] and opening and picker room [A3]. This two-story addition was constructed to match the styling of the original main mill, but it is slightly taller than the original main mill, and the roof slopes slightly where it joins the lapper room [A2]. Like the main mill, this addition has a shallow gable roof. The southeast and northwest elevations are fifteen bays long, and historic photos show double-hung sash windows like those on the original main mill. Those window openings have been filled with brick, and the north elevation was brick veneered, probably in the 1970s. The north side features three loading docks that were likely added in the late 1980s when the mill was converted to warehouse and flex space. Along the southwest elevation, a few of the filled window openings are visible between subsequent additions (a c. 1931 two-story windowless brick addition [A9] and a c. 1976 single-story brick addition [A12]) and the c. 1923 elevator tower and waste engine room [A9] (subsequently covered in white corrugated metal).

The entire inventory entry for Eno Mill and a corresponding map are attached at the end of the application to provide a bit more context.

**Contributing Structure?** Yes (Contributing to Eno Mill, a local landmark)

**Proposed work**

- Replace a wooden staircase with an ADA compliant anodized aluminum access ramp.
- Replace two existing roll-up doors with glazed anodized aluminum storefront assemblies.
- Retain the right-most roll-up door.
- Add a guard railing matching the ramp system along both sides of the existing concrete ramp and at dock level.
- Remove a portion of the existing planter at loading dock level for ADA compliant parking bays.
- Add code compliant handrails to the right-most stairs.

**Application materials**

- COA application
- Project narrative
- Site plan
- Plan of proposed work
- Views of existing conditions and proposed work
- Updated rendering
- Photo example of ramp system
- Itemized list of existing and proposed materials
- Response to staff questions

**Applicable Design Standards**

- *Secretary of the Interior's Standards for Rehabilitation: 1, 2, 9, and 10*

**Staff Comments**

- Local landmarks are subject to the Secretary of the Interior's Standards for Rehabilitation that are found on p. 32 of the Hillsborough Historic District Design Standards.
- The loading dock in question is a 1980s alteration to a c. 1923 addition to Eno Mill.
- Staff are not familiar with any other examples of glazed aluminum storefront assemblies replacing roll-up doors at Eno Mill. However, aluminum windows and doors have been installed in several contributing parts of the complex. In addition, the noncontributing warehouse at the north end of the driveway from Eno Mountain Road has an aluminum door and window system that includes several multi-paned aluminum-framed windows.
- The wall on the upper left side of the dock is proposed to be a reinforced CMU wall as a guard<sup>37</sup> wall for

maneuvering vehicles.

- The handrail along the right-most stairs will be of the same material and design as the ramp structure, which is iodized aluminum.
- Light fixtures are shown in the updated rendering as an indication of placement. The applicant will submit to staff both the proposed fixture type and landscaping materials when those items have been selected. The existing landscaping in the island will be maintained and most likely remain as the only landscaping.



# TOWN OF HILLSBOROUGH

## Certificate of Appropriateness (COA) & Minor Works Application

9864 .64 .6207.006

ARU

437 Dimmocks Mill Rd Hillsborough, NC

Orange County Parcel ID Number

Zoning District

Address of Project

Elena Wells

Eno River Mill, LLC

Applicant Name

1100 Wake Forest Rd Ste 100

Property Owner (if different than applicant)

1100 Wake Forest Rd Ste 100

Applicant's Mailing Address

Raleigh, NC 27604

Property Owner's Mailing Address

Raleigh, NC 27604

City, State, Zip

(919)656-4053

City, State, Zip

(919)755-2250

Applicant's Phone Number

ewells@hedgehogholdings.com

Property Owner's Phone Number

ewells@hedgehogholdings.com

Applicant's Email

Property Owner's Email

Description of Proposed Work: Build ramp and handycap parking spot for ADA access to Suite 2.

Estimated Cost of Construction: \$ 56,000

The Historic District Design Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

### Applicant and Owner Acknowledgment and Certification

I am aware that Historic District Design Standards, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that Town employees and/or Commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any Commissioner about my project until the public meeting at which it is under consideration.

Elena Wells  
Applicant's Signature (Optional)

5/10/23  
Date

[Signature]  
Property Owner's Signature (Required)

5/10/23  
Date

**SUBMITTAL REQUIREMENTS:** The following documents and plans are required to accompany your COA application in order for it to be deemed complete and scheduled for Commission review. Planning staff will determine when all submittal requirements have been met. The first FOUR complete COA applications submitted by the deadline will be heard on any HDC agenda.

**All applications must include the following documents and plans** (Provide a digital copy if plans are larger than 11"x17"):

- ☐ Detailed narrative describing the proposed work and how it complies with all adopted standards.
- ☐ Existing and Proposed Dimensioned Plans (see below):
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  - Scaled Architectural Plans (if changing building footprint or new construction)
  - Scaled Elevations (if adding or changing features of a structure)
  - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
  - Tree Survey (required for new construction when trees over 12" dbh are on site - show both existing and those to be removed)
  - Sign Specifications (if adding, changing, or replacing signage)
- ☐ Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).
- ☐ Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

**STAFF USE ONLY:**

COA fee (\$1 per \$1000 of Construction Costs, \$10 minimum) or  
Minor Works fee (\$10 flat fee):

Amount: \$ \_\_\_\_\_

☐ After-the-fact application: (\$100 or double the COA/Minor Works fee\*)  
\*whichever is greater

Amount: \$ \_\_\_\_\_

Total due: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

This application meets all Unified Development Ordinance requirements and has been reviewed for compliance with all approved materials.

☐ N/A

☐ Yes

Zoning Officer: \_\_\_\_\_

This application meets public space division requirements.

☐ N/A

☐ Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information:**

Original date of construction: \_\_\_\_\_

Description of property: \_\_\_\_\_

Applicable Design Standards: \_\_\_\_\_

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit

☐ Orange County Building Permit

☐ Other: \_\_\_\_\_

**Minor Works Certificate of Appropriateness Application Decision:**

☐ Approved

☐ Referred to HDC

Minor Works Reference(s): \_\_\_\_\_

**Certificate of Appropriateness Decision:**

☐ Approved

☐ Denied

Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Historic District Staff Signature

\_\_\_\_\_  
Date

TOWN OF HILLSBOROUGH  
HILLSBOROUGH, NORTH CAROLINA  
COA SUBMITTAL

PROPOSED ADA ACCESS RAMP AND H/C PARKING  
DIAPER BANK LLC

TABLE OF CONTENTS

	COA NARRATIVE
S-1	SITE PLAN SHOWING AREA OF PROPOSED WORK
A-1	PLAN OF PROPOSED WORK
A-2	VIEWS OF EXISTING CONDITION AND PROPOSED WORK
A-3	PHOTO EXAMPLE OF RAMP SYSTEM



**Scope of work / Description of project**

Addition of an ADA compliant access ramp from the upper loading dock level to the interior floor level. This assembly will face Dimmocks Mill Road. Two of the existing roll-up doors will be removed and replaced with glazed storefront assemblies to provide natural light to the interior. Facing the building from Dimmocks Mill Road, the right-most roll-up door will remain as the active loading/unloading dock door. Guard railing matching the ramp system will be installed along both sides of the existing concrete ramp and at the dock level. A portion of the existing planter at the concrete loading dock level will be removed and paved to provide space for two ADA compliant parking bays, one standard and one van accessible, for proximity access to the accessibility ramp. The wooden stair on the left side of the upper loading dock grouping will be removed for construction of the ramp system. The concrete stairs which access the service man door will remain, but with new code compliant handrails.

**Dimensions**

The area required for the ramp structure and upper porch landing is approximately 31' by 10' and consists of 3 ramped sections for 4'-10" of rise with two intermediate landings and a 5' by 17' upper landing platform.

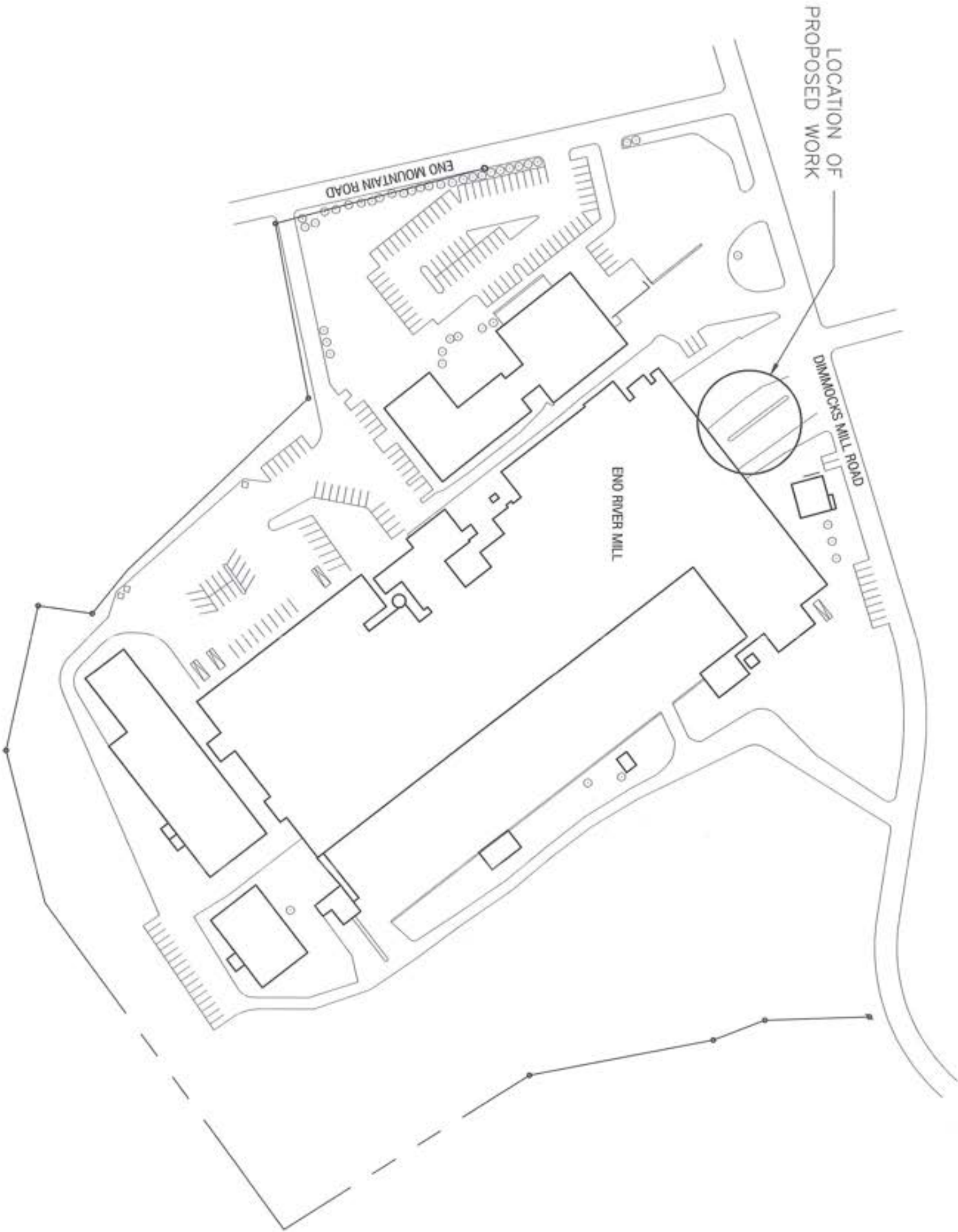
**Materials and Finishes**

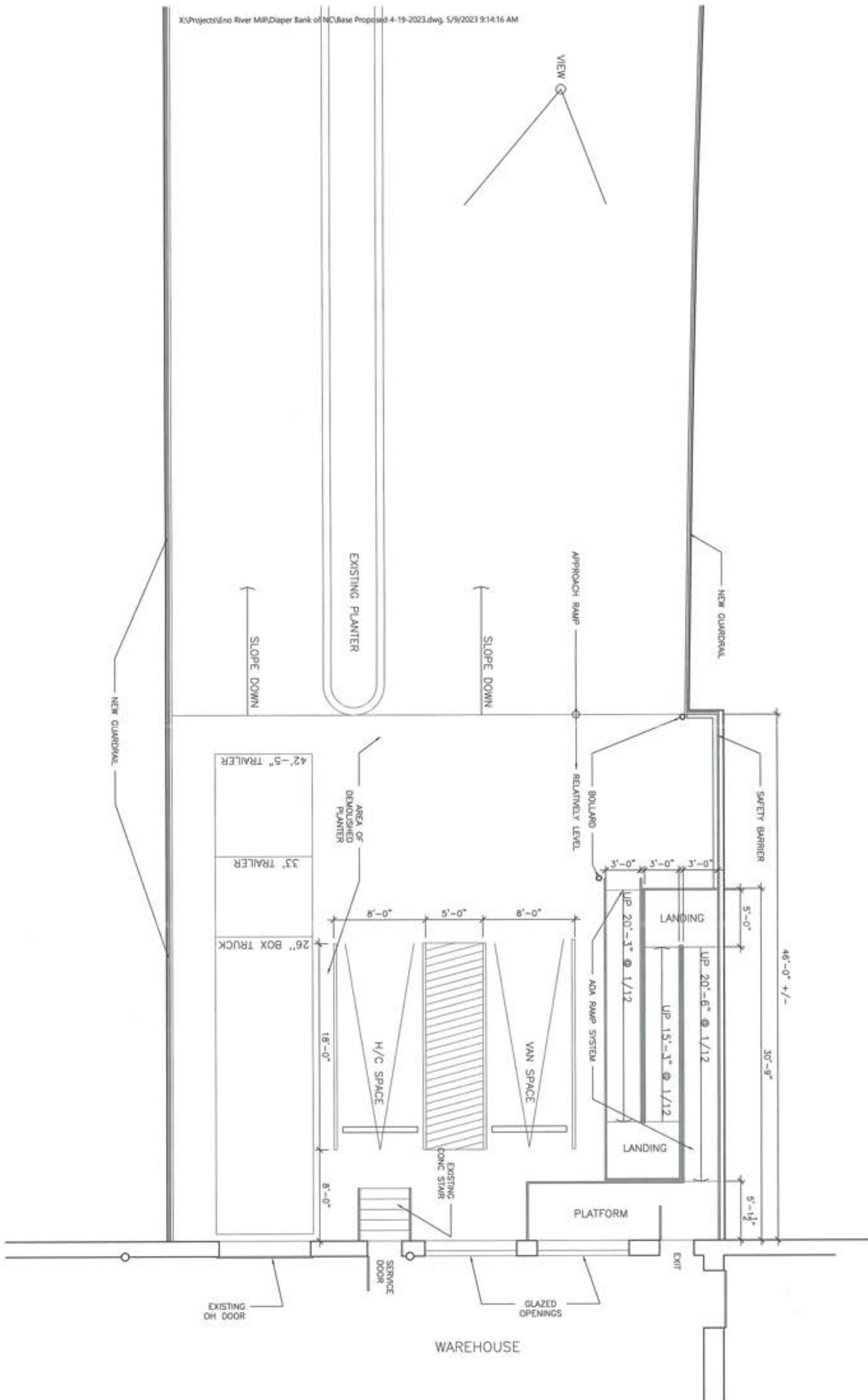
The storefront assemblies and the new access ramp structure will be clear anodized aluminum construction, which will maintain the industrial nature of the Dimmocks Mill Road façade of the Eno River Mill.

**Appropriateness**

ADA compliant access ramps are not typical historically, but are now required for building access. By using an exposed structure for the access ramp system and storefront assemblies for the modified roll-up door openings, we maintain the appearance of the industrial nature of the original mill and the groupings of loading docks along the Dimmocks Mill Road façade.

We appreciate your consideration of this proposal as we continue restoration of the Eno River Mill.









**EXISTING RAMPED LOADING DOCK AREA**



**PROPOSED RAMPED LOADING DOCK W/ADA  
ACCESS RAMP, GLAZED OPENINGS AND  
RAILINGS**







EXAMPLE - DOUBLE SWITCHBACK ALUMINUM RAMP SYSTEM



## Itemized List of Existing and Proposed Materials

### Existing Materials:

- Brick Façade (dated 1971)
- Wooden steps and railing
- Concrete steps and metal railing
- Three overhead doors

### Proposed Materials:

- Anodized aluminum Ramp to replace wooden steps and railing.
- Store front assemblies to replace two of the overhead doors.

060208

☒ Check ☐ Cash ☐ Credit Card  
3547 TOWN OF HILLSBOROUGH May 11, 2023

\$ 56.00 Hillsborough, NC, Mills LLC Dollars

Received of Emma River and Six and 00/100

FFty  
☐ Meter Deposit ☐ W/S Tap Fees ☒ Planning ☐ Utility Donation  
☐ Privilege License ☐ Park Rental ☐ Stormwater ☐ Connect Fee

By Joseph Hoffmann  
☐ Other

Attn: Joseph Hoffheimer  
RE: Eno River Mill, Suite 2 COA Application

Response to questions – May 15, 2023

- The area below the ramp appears to be walled/filled in the rendering, but the example photo shows the area below the ramp remaining open. If it is walled/filled, what material will be used?

Please refer to the attached rendering of the area being addressed, as replacement for the earlier submitted proposal rendering.

- The rendering shows a higher wall on the left side of the dock closest to the building. Will this be at a different height and/or use a different material from the guard railing?

Please refer to the attached rendering of the area being addressed, as replacement for the earlier submitted proposal rendering. The wall to the left is proposed to be a reinforced CMU wall as a guard wall for maneuvering vehicles.

- Will the code-compliant handrail material for the right-most stairs also be anodized aluminum?

The handrail in question will be of the same material and design as the ramp structure, which is to be anodized aluminum.

- Most light fixtures/landscaping can be approved later at the staff level, but if you have any future plans for light fixtures/landscaping, it may be worth being prepared for any questions about that too. However, specific plans are not required at the time of the meeting.

Light fixtures are shown in the attached rendering, as an indication of placement. Actual fixtures have not been selected at this time. We will submit to staff both the proposed fixture type and the landscaping materials when these items have been selected. There is existing landscaping in the island noted on the proposed plan drawing which will be maintained and will most likely be the total landscaping involved.

Thank you for your attention and help with the above referenced project.

Will Riedel  
Belk Architecture



**United States Department of the Interior  
National Park Service****NATIONAL REGISTER OF HISTORIC PLACES  
Continuation Sheet**Section 7 Page 1Eno Cotton Mill  
Orange County, North Carolina**Setting**

The Eno Cotton Mill is located on just over seventeen acres in the West Hillsborough neighborhood in Hillsborough, North Carolina, less than a mile south of the historic downtown. The building complex that makes up the historic textile mill sits on a slight rise in the topography, situated between the Norfolk and Southern Railroad corridor to the north and the Eno River and Occonechee Mountain to the south and southeast. The northern boundary of the property is bordered by Dimmocks Mill Road, running along the property line, parallel to the railroad tracks. North of the mill, across the railroad tracks, is the Bellevue Manufacturing Company mill, a small commercial strip, as well as a residential neighborhood consisting primarily of frame dwellings from both the Bellevue Manufacturing Company's mill village and those homes moved from the Eno Cotton Mill's four mill villages. Eno Mountain Road/Allison Street borders the property to the west. The land to the west was formally the location of three mill villages, but now it is vacant save two industrial warehouses. The south, southwest, and east edges of the property are bordered by two parks—Occonechee State Park to the south and west and Gold Park to the east.

The mill is in the general form of a large rectangle with a small brick office to the north, two moderately sized, single-story brick buildings to the west, the brick Dye House building to the south, and another concrete block warehouse to the south. The original Main Mill, constructed in 1896, was oriented on a northwest-southeast axis with a northeast front façade and corner tower. Since its initial construction, however, the original Main Mill has been surrounded by later additions built throughout the mill's history. The original façade is no longer visible.

The overall construction of the Eno Cotton Mill is typical of textile mills built during the late nineteenth century where safety and efficiency were the primary concerns rather than architectural beauty. All of the buildings at Eno Cotton Mill were built in the commercial Italianate style and are typical of slow-burn construction. Like other textile mills of this style and construction type, the brick walls were punctuated by large segmental-arched wood double- and triple-hung sash windows. Decorative brickwork can be seen on many of the original buildings at the cornices. The brick walls are load-bearing, heavy timbers were used in the interior structure, and floors and ceilings were constructed of wood.

While the mill was in operation from 1896 to 1986, it saw many changes, including additions, the closing in of windows and doors, the creation of new openings, the replacement of select facades, and roof alterations. However, the mill complex, as a whole does retain its historical integrity.

The following description of the mill complex is organized around three sections of the main building: the original 1896 main mill [A], the 1904 expansion [B], and the 1917 building [C], followed by the other buildings and structures on the site (the 1908 dye house [D] and those labeled as [E], such as the office and warehouses). Within the



United States Department of the Interior  
National Park Service

NATIONAL REGISTER OF HISTORIC PLACES  
Continuation Sheet

Section 7 Page 2

Eno Cotton Mill  
Orange County, North Carolina

description of each section or building, the original building and subsequent additions will be described chronologically. See the attached floor plan for the location of the areas described and labeled using a letter/numeric code.

**Main Mill Building**

Contributing Building

1896, 1904, c. 1917, c. 1923, c. 1971

*Main Mill [A1-A6] and additions [A7-A13]*

When Eno Cotton Mill began operation in 1896, the plant consisted of a main mill building [A1], a lapper room [A2], an opening and picker room [A3], an engine room [A4] with a belt room [A5] a condenser room [A6], and a store house (no longer exists). The main building and smaller rooms are all brick, typical of slow-burn mill construction, and they were all built in the Italianate style exhibiting hallmarks of that style, such as brick corbelled and denticulated cornices, wood brackets under the eaves, and projecting brick drip molding above the windows. Despite several additions that obscure the majority of the main mill and portions of the smaller rooms, the brick walls of the 1896 sections remain intact.

The main mill [A1], which includes the lapper room [A2], has twenty-seven bays, and historic photos show eleven-foot-tall fifteen-over-fifteen double-hung wood sash windows with fixed segmental-arched ten-light transoms lining the west and east walls. Nine windows line the south wall, but the north façade was removed during the construction of a c. 1923 addition [A7]. All of the window openings have been in-filled with brick. The main mill is a two-story building with a shallow gabled roof supported by heavy timber beams and posts, and wood decking, all of which remain. A four-story tower with a hipped roof with wide, bracketed eaves and round-arched windows was originally located at the southeast corner of the building. It was later removed, likely during the construction of the 1971 infill addition [C3].

The single-story brick opening and picker room [A3] extends off the southwest side of the main mill building. Unlike the other original 1896 structures, this section has a flat roof, but it still exhibits the corbelled and denticulated cornice. Historic photos show that this building originally had segmental-arched windows and doors on the southeast and south elevations. The south wall was removed during the construction of a c. 1923 addition [A8], but the openings and their brick hoods on the southeast elevation are still evident. The door opening has been widened to accommodate a set of double steel doors, and the window has been bricked in. The c. 1923 addition [A8] was an expansion of the opening and picker room and was similar in terms of size, style, and construction. It also had a segmental-arched window and door on the southeast elevation, and while the window hood and opening (bricked in) remain, the original door opening was removed to accommodate a new set of double metal doors.

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This likely happened when the c. 1943 addition [A10] was constructed. This c. 1943 addition is also a single-story brick structure with a flat roof.

The brick Italianate-style 1896 engine room [A4] with an adjoining belt room [A5] and condenser room [A6] is connected to the main mill building near the south end of the southwest elevation of the main mill building. The engine room [A4] is a one-story brick building with denticulated cornice brickwork, a front-gable roof, and a basement. Historic photos show that this building had two eleven-foot-tall fifteen-over-fifteen double-hung wood sash windows under segmental-arched fixed ten-light transoms that flanked a center door with an eighteen-light transom. These openings have been filled in, but they are visible. Other alterations include a metal covered walkway that extends across the southeast elevation and a c. 1970 concrete block [A13] single-story storage shed along the north elevation.

The three-story belt room [A5] which is connected to the north side of the engine room was also constructed in the Italianate style, but unlike the main mill or engine room, this section has a hipped roof with a shed dormer on its west slope. Historic photos show that this section once had a hipped roof with a monitor, but the monitor has been lost. The historic photos also show that there were once three double-hung wood sash windows with segmental-arched fixed transoms that alternated with two arched double-door openings with fixed multi-light transoms. All of the openings have been reworked and closed in over the years. The decorative brick work at the cornice remains. The interior spaces of the belt room exhibit square, flared concrete mushroom posts, concrete floors, and heavy timber wood decking under the roof.

The condenser room [A6] is a two-story brick Italianate-style building with a hipped roof. It is connected to southeast side of the engine room. Historic photos show that it once had two eleven-foot-tall twelve-over-twelve double-hung wood sash windows with segmental-arched fixed eight-light transoms that flanked an arched center double-door with a multi-light transom. One window opening was reworked to accommodate a new aluminum and glass storefront door, and the original door and other window were bricked in. Those openings remain visible. Heavy timber beams and wood decking were used to construct this open space, but the building, which was likely a single-story building originally, has been divided into two floors with an exterior set of wood stairs to the new outer door.

Historic photos show two original, round brick steam stacks. One of them stood at the north corner of the belt room [A5]. This stack was removed when an elevator tower added to the belt room. The other steam stack (a contributing structure) still stands on the south side of the engine room [A4] and was re-pointed in 1994. Its elaborately corbelled top was shortened by several feet at some point after 1974.

In c. 1923, an addition [A7] was built north of the lapper room [A2] and opening and picker room [A3]. This two-story addition was constructed to match the styling of the original main mill, but it is slightly taller than the original main mill, and the roof slopes slightly where it joins the lapper room [A2]. Like the main mill, this addition has a

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shallow gable roof. The southeast and northwest elevations are fifteen bays long, and historic photos show double-hung sash windows like those on the original main mill. Those window openings have been filled with brick, and the north elevation was brick veneered, probably in the 1970s. The north side features three loading docks that were likely added in the late 1980s when the mill was converted to warehouse and flex space. Along the southwest elevation, a few of the filled window openings are visible between subsequent additions (a c. 1931 two-story windowless brick addition [A9] and a c. 1976 single-story brick addition [A12]) and the c. 1923 elevator tower and waste engine room [A9] (subsequently covered in white corrugated metal).

A two-story brick addition to the main mill was built in c. 1971 [A11]. It has a flat roof and a few small windows. A metal exterior set of stairs on this addition's west elevation provides access to the roof. Near this addition, on the south side of the main mill's rear restroom tower, a small one-story concrete block storage addition was added c. 1970 [A14].

*1904 expansion [B1, B2, B3]*

Two additional sections were added in 1904 to the southwest end of the original mill [A1]. A one-story brick structure [B1] with a saw-tooth roof was built for weaving. It is twenty-seven bays long and nine bays wide and measures 237' by 103'. Historic photos show windows that matched the main mill windows. Typical of standard mill construction, the interior of the building consists of wide open spaces, interrupted only by the two rows of wood support posts on the main level. The saw-tooth roof was replaced with a flat roof in 1940, likely to help new heating and cooling systems control for humidity.

An additional brick section [B2] with a shallow gable roof, also constructed in 1904, sits to the west of the weave shed [B1] and shares a twenty-four-inch-thick brick wall. This large three-story structure on a basement is twenty-four bays long and six bays wide and measures 196' by 56'. Much like the 1896 buildings, the large three-story structure had eleven-foot-tall fifteen-over-fifteen double-hung wood sash with segmental-arched fixed transoms and projecting brick drip molding. However, this building lacks the decorative features such as the corbelled denticulated cornice. A long loading dock with a flat metal roof extends along the ground floor of the west façade. On this floor, too, a few of the original window openings were reopened and smaller modern double-hung windows and vinyl siding were installed. On the southeast end of this building is a two-stage stair tower with vinyl-sided diagonal connectors. A one-story, brick shed-roofed building (32' by 44') is attached to the north end [B3], and it has a large round-arched opening that has been filled in with brick. An elevated walkway extends from the north end of the three-story section [B2] to the southwest elevation of the main mill [A1]. This walkway is shown on the 1904 Sanborn map.



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*1917 Weaving House, not extant [C1], and additions [C2 –C7]*

A building for weaving [C1] was constructed circa 1917 which ran parallel to the 1896 and 1904 buildings, across the railroad siding tracks. Prior to the loss of the weaving house to fire in 1987, the space between it and the main mill was enclosed [C4] in c. 1971. The area where the weaving house [C1] once stood now serves as a gravel parking lot for the mill complex. Only remnants of the weaving house foundation, a c. 1971 small, brick, shed-roofed addition [C2] (a non-contributing structure), and a brick loading dock covered with a modern flat metal-roof [C3] attached to the south end of the east elevation of the 1971 infill section at the south end of the empty space remain. The west wall of the small addition [C2] was part of the east wall of the weaving house, and bricked in window openings are still present in this section of wall and on the east wall of the infill section [C4], which is actually the exposed west interior wall of the weaving house.

The two-story infill section [C4] has steel post and I-beam construction and a shallow metal decking gable roof, and added 60,000 square feet to the mill complex. A three-story brick elevator tower sits at the south corner of this enclosure, within the footprint of the 1904 section [B1]. In the early 1970s, the entire north façade of the mill was veneered to give the appearance of a continuous structure instead of a mishmash of the three different sections. No windows exist on the northwest or southeast walls of the infill addition [C4]. A large loading bay door was added to the northwest façade, likely in the mid-1980s after mill operations stopped.

Around 1971, another addition of over 12,000 square feet [C5] was built off the northwest exterior wall of the 1917 weaving house [C1]. This single-story brick addition has a flat roof, a single entrance on the northwest elevation, and a loading bay garage door on the northeast elevation. Two small single-story brick additions [C6 and C7] were made to this section in c. 1985, and they function as office space. The larger of the two additions [C6] has four single-pane square windows, an entry on the northeast elevation, and a large three-pane black aluminum store-front window on the southeast elevation. The smaller addition is largely blind save a single metal door on the northeast elevation.

**1908 Weave House and Dye Shed, [D1, D2, D3]**Contributing Building  
1908, 1923

A weave house [D1] and dye shed [D2] were constructed in 1908 southeast of the 1904 sections [B1 and B2]. A new weave house was added in 1923 [D3] on the southwest elevation to provide additional space for weaving. The one-story brick building sits southeast of the entire main complex and is composed of three rooms under a shallow gable roof and covers approximately 17,500 square feet.

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On the northeast side of the weave house [D1], there are seven segmental-arched window openings with projecting brick drip molding above. Historic photos show that the original windows were fifteen over fifteen, double-hung wood sash windows. The openings were bricked up, but some of the openings have been partially opened, and modern black aluminum-framed plate-glass windows have been installed in those openings. The original openings are still visible. On the northwest elevation, two similar infilled openings can be seen, as well as a modern door that is connected to the 1904 section by a covered walkway. Historic photos show that the southwest elevation had seven window openings similar to those on the other sides of the building and one double-door opening. Currently, only four of the original infilled openings are visible due to alteration in the 1980s when new aluminum doors and windows were installed. This elevation now has three aluminum-framed glass doors and two aluminum-framed plate-glass windows. The two doors on the east end of this elevation are sheltered by cloth awnings.

Historic photos show a monitor on the roof of the dye house [D2], but it no longer remains. Instead, there are six skylights in the roof. The northwest and southeast walls have been veneered utilizing bricks similar to those seen in other 1970s alterations at Eno Cotton Mill. The east elevation has six windows and the north elevation, which faces the 1904 mill buildings, has over twelve openings. All of the windows in this section of the building were fifteen-over-fifteen double-hung wood sash with segmental arched openings. These windows did not have the fixed transoms over the windows and all have been bricked in. On the interior, two rows of steel posts run the length of this section.

The 1923 addition to the dye house [D3] was built on a concrete foundation. The northwest, southwest, and southeast elevations all have bricked in window openings. The northwest and southeast elevations each have eight bricked in window openings and one bricked in door. On each of those elevations, one smaller modern window has been installed within the original openings. A modern loading bay door has been installed in the door opening on the northwest elevation as well. Four modern aluminum-framed plate-glass windows were installed in the four center window openings on the southwest elevations, likely in the mid-1980s. On the interior, the original heavy timber beams and roof decking are supported by a single row of steel posts.

**Steam Stack**  
Contributing Structure  
1896

See description above in 1896 Main Mill Building entry on page 7:3.

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**Shed-roofed Addition [C2]**

Non-contributing Structure  
c. 1971

See description above in 1917 Weaving House entry on page 7:5.

**Warehouse [E1]**

Non-contributing Building  
1975

This single-story building with a flat roof is nestled into the hillside on the southeast end of the main mill complex. It is constructed out of small square concrete blocks, and it is connected to the c. 1971 infill addition [C4] by a metal covered walkway. The northwest and northeast elevations of the building are blind; the southwest elevation has an aluminum-framed glass double-door and an aluminum-framed plate-glass window. The southeast elevation has a concrete loading dock that extends along the south half of this wall. A loading bay door and single metal door are on the southeast elevation as well.

**Equipment or Riser shed [E2]**

Non-contributing Structure  
c. 1971

This small single-story brick building with a flat roof has one door on the northwest side. The rest of the walls are blind.

**Riser shed [E3]**

Non-contributing Structure  
c. 1971

This is a small low brick shed-roofed structure that likely covers pipes that served one of the gravity fed water silos.

**Electrical Buildings [E4, E6], Solar Panel Enclosure [E5]**

Non-contributing Structures (3)  
c. 1986

A small brick building [E4] houses the electrical equipment that collects the power generated by the solar panels in the adjacent fenced area [E5]. Large conduits connect the [E4] electrical building to a similar small brick building with a flat roof [E6] that is situated between the north end additions to the 1917 weaving room [C6 and C7].

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**Mill Office [E7]**

Non-contributing Building  
c. 1970

A two-story stand alone office building [E7] was constructed in c. 1970 north of the 1917 weaving room [C1]. Constructed of brick, the office stands in the northeast section of the property right on Dimmocks Mill Road. The building contains 1,330 square feet and is a simple square building with a flat roof and no architectural detail. A concrete stoop stands on the east end of the north façade, and a covered walkway extends from the south elevation and connects to the c. 1971 addition [C5] to the weaving room [C1]. The interior is divided into reception and office spaces with wood paneling on the walls throughout.

**Warehouse [E8] and Warehouse [E9]**

Non-contributing Buildings (2)  
1950, 1976, c. 2008

A single story, flat roofed brick building that stands on the northeast side of the main mill complex [E8]. The majority of the building's walls are blind, but the southeast elevation has loading bay doors and a small brick connector to the adjacent warehouse [E9]. Warehouse [E9] was constructed in 1950 and is located across from the 1923 opening and picker room and additions [A3, A4, and A5]. This is a one-and-a-half-story brick building with a double front-gable roof. The south half of the southeast elevation has a metal stairway leading up from the parking lot to a main entrance that is an aluminum-frame glass door. The stairway connects to a metal porch that extends across half of this section of the building, and it gives access to the upper story as well. An awning extends out above the door, and there are four aluminum frame windows, also covered by a metal awning, high above the door as well. A one-over-one sash window, covered by an awning, is to the left of the door. On the west half of the southwest elevation, there are two aluminum-framed, eight-paned windows.

The northeast side of the building has a concrete ramp that extends along the side of the building and provides access to two doors and a loading dock door. The west half of this building is nearly twice as long as the south half, and the northwest side of the west half of this building is where the brick connector runs between the 1976 Warehouse [E8] and the 1950 Warehouse [E9]. The southwest side of the longer west half of the building has an aluminum door and window system that is covered by a large metal awning. The northwest side of the south half of this building has a single door and a large aluminum-framed twenty-pane window system in it. The southwest side of this building is blind. The interior of this building is open with metal posts. The upper story is a loft-style floor and looks down onto the lower level. Both buildings were



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heavily altered in c. 2008 to accommodate their current use as an industrial bakery and food preparation center.

**Riser Shed [E10]**

Non-contributing Structure  
c. 1923

A small one-story brick shed-roof structure sits between the opening and picker room and its addition [A3, A4, and A5] and the belt room [A5]. It covers plumbing for part of the sprinkler system for the mill.

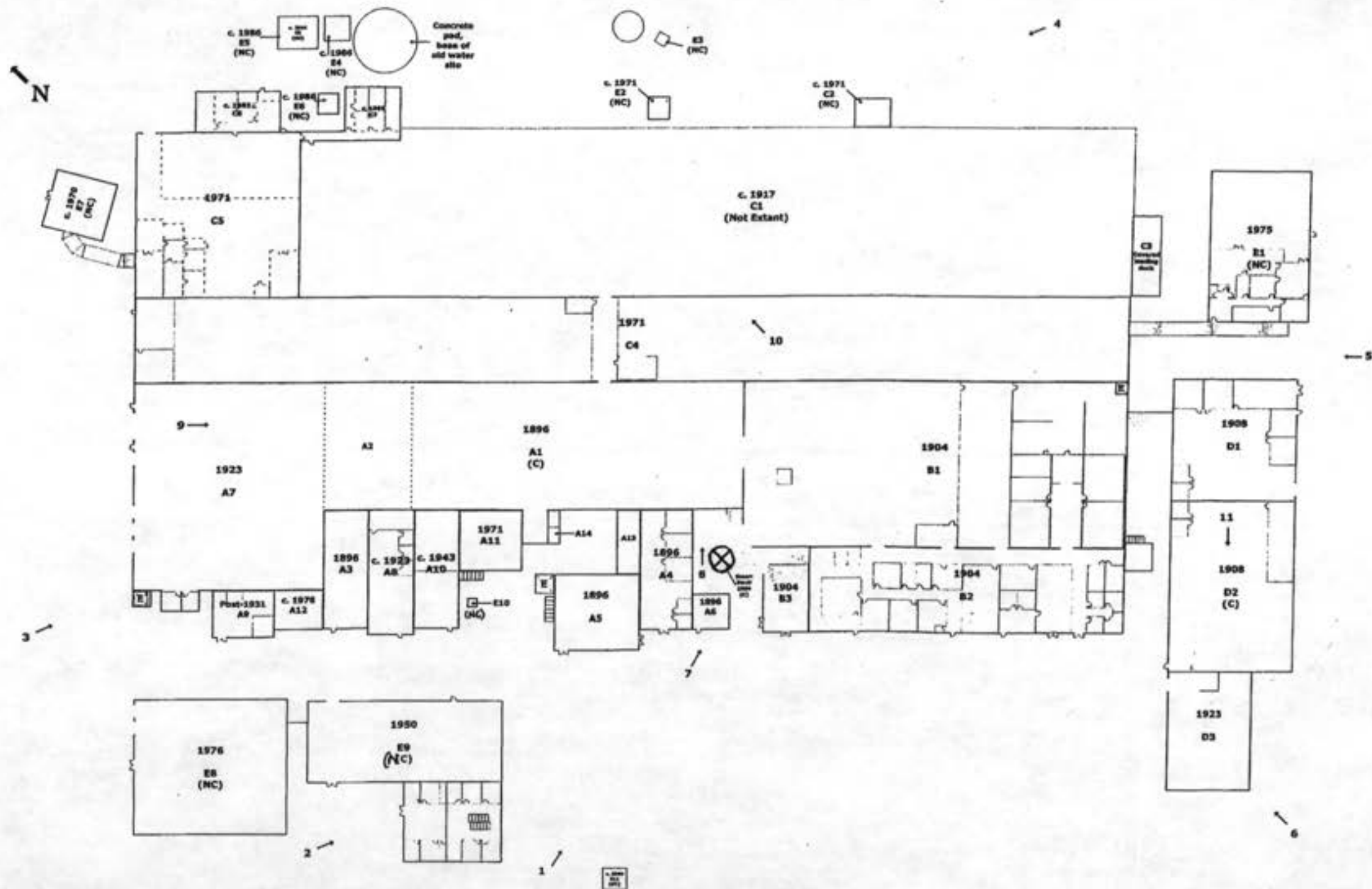
**Gatehouse [E11]**

Non-contributing Structure  
c. 1980

A small metal and glass building with a flat roof sits at the entrance to the southeast parking lot. This building houses the guard for the gated fence that extends across the parking lot driveway.

**Integrity Assessment**

Today, all of the buildings are known as the Hillsborough Business Center where a variety of businesses lease space and operate. There have been many alterations and additions made to the buildings over the course of the Eno Cotton Mill Company's history to accommodate changes in the textile industry. The mill retains its historic integrity as the majority of the historic building fabric remains present and the mill complex is still able to convey its significance as a late nineteenth-century Italianate-style textile mill with twentieth-century buildings and additions.



ENDO COTTON MILL



D. 2011.5.205

Eno Cotton Mill

Hillsborough, Orange County, NC

Photo 2

1950 Warehouse, looking East



D. 2011. 5. 206

Eno Cotton Mill

Hillsborough, Orange County, NC

Photo 3

NWest elevation, looking east



I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864646207.006 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

6/21/2023  
Date

Joseph Hoffheimer, Planner  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864342119	NORTH CAROLINA RAILROAD	2809 HIGHWOODS BLVD		RALEIGH	NC	27604
9864537896	ENO BANKS PROPERTIES	1905 N ASHLAND DR		BURLINGTON	NC	27217
9864548231	COUNTY LOCK UP	6 CAROLINA MEADOWS	UNIT 208	CHAPEL HILL	NC	27517
9864548420	ENO RIVER MILL LLC	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27604
9864632758	HILLSBOROUGH TOWN OF	PO BOX 429	PUBLIC SPACE C	HILLSBOROUGH	NC	27278
9864633933	NC DRAINAGE SOLUTIONS	PO BOX 1077		HILLSBOROUGH	NC	27278
9864646207						
9864646207	ENO RIVER MILL LLC	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27604
9864646207	ENO RIVER MILL LLC	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27605
9864646207	ENO RIVER MILL LLC	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27605
9864646207	HEDGEHOG HOLDINGS LLC	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27605
9864646207	ENO RIVER MILL LLC	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27605
9864646207	HEDGEHOG HOLDINGS LLC	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27604
9864745301	HILLSBOROUGH TOWN	P O BOX 429	PUBLIC SPACE C	HILLSBOROUGH	NC	27278







June 21, 2023

## NOTICE OF HISTORIC DISTRICT COMMISSION MEETING

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Elena Wells/Eno River Mill, LLC

Property Address: 437 Dimmocks Mill Rd., Suite 2 (PIN: 9864646207.006)

Proposal: The applicant is requesting to replace a wooden staircase with an ADA-compliant anodized aluminum access ramp, replace two existing roll-up doors with glazed anodized aluminum storefront assemblies, retain the right-most roll-up door, add a guard railing matching the ramp system along both sides of the existing concrete ramp and at dock level, remove a portion of the existing planter at loading dock level for ADA compliant parking bays, and add code compliant handrails to the right-most stairs.

This proposal will be discussed at the HDC meeting to be held on **Wednesday, July 5, 2023, at 6:30 pm** in the **Town Hall Annex Meeting Room at 105 East Corbin Street**. Please park and enter in the rear of the building. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

A handwritten signature in black ink that reads "Joseph Hoffheimer".

Joseph Hoffheimer

Planner

Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina

Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

**ITEM #6. A:**

**Address:** 109 N. Wake Street

**Year Built:** c. 1911 (or 1913)

**Historic Inventory Information (2013)**

Largely obscured by a row of mature bushes along the sidewalk, this one-story, hip-roofed house is three bays wide and double-pile with a hip-roofed dormer on the façade and a gabled ell at the right rear (northwest). The house has plain weatherboards, paired two-over-two wood-sash windows, and two interior brick chimneys. The one-light-over-three-panel door has three-light-over-three-panel sidelights and a three-part transom. It is sheltered by a near-full-width, hip-roofed porch supported by columns with a wood railing between the Tuscan columns. There are two one-over-one windows in the front dormer. County tax records date the building to 1911, however a sign in the front yard reads “Mrs. Lockhart’s House c. 1913.”

**Contributing Structure?** Yes

**Proposed work**

- First-floor renovation
- First-floor rear addition
- First-floor rear deck
- Second-floor rear and side dormer additions
- Demolition of a 1940s addition, a portion of the “ell,” rear chimney, and rear deck
- Replacement of existing asphalt shingled front porch roof with standing seam (no striations) metal roof

**Application materials**

- Certificate of Appropriateness application
- House narrative
- Photographs of existing conditions
- Proposed project
- Photographs of tree damage, failing foundation, and failing floor system
- Photographs of other additions in the historic district
- Landscaping and lighting
- Paint samples
- Material list
- Site plan
- Existing and planned elevations

**Applicable Design Standards**

- *Masonry:* 1, 2, 3, and 7
- *Wood:* 1, 2, and 7
- *Exterior Walls:* 1, 2, 5, and 9
- *Windows:* 1, 2, and 8
- *Doors:* 8
- *Roofs:* 1, 6, and 8
- *Additions to Residential Buildings:* 1 – 14
- *Decks:* 1 – 8
- *Site Features and Plantings:* 2 and 7
- *Exterior Lighting:* 5 and 6
- *Demolition:* 1 – 8

**Staff Comments:**

- The application proposes demolishing the rear “ell” original to the structure as well as a rear addition constructed in the 1940s. The Historic District Design Standards do not provide clear guidance regarding

demolition of portions of historic structures, and any potentially applicable standards are highlighted above. The application includes visual documentation of the failing foundation and failing floor system under the “ell” and 1940s addition.

- The Historic District Design Standards do not currently require an arborist’s letter for tree removal at the Commission level, and the Commission is allowed to consider the documentation of the tree causing damage to the foundation in the application as evidence. The Standards require replacement of significant site features such as mature trees, but there may be limited space on this property.
- Standard 6 under *Roofs* is a bit unclear, but both the Compatibility Matrix and Minor Works allow standing seam if the color is appropriate.

## Historic District Commission Certificate of Appropriateness (COA) & Minor Works Application

COA Fee: \$1 per \$1,000 of total construction costs, or a minimum of \$10, payable when the application is submitted

Minor Works COA fee: \$10 flat fee payable when the application is submitted

After-the-Fact Application Fee: \$100 fee in addition to the required COA fee or COA fees will be doubled (whichever is higher)

Additional permit fees: Additional fees may be required for a Zoning Compliance Permit and Orange County Building Permit.

<u>9864965541</u>	<u>R-20</u>	<u>109 N Wake St</u>
Orange County Parcel ID Number	Zoning District	Address of Project
<u>Karen McKinnon</u>		
Applicant Name		Property Owner (if different than applicant)
<u>109 N Wake St</u>		
Applicant's Mailing Address		Property Owner's Mailing Address
<u>Hillsborough, NC 27278</u>		
City, State, Zip		City, State, Zip
<u>(919) 971-0299</u>		
Applicant's Phone Number		Property Owner's Phone Number
<u>karen_mckinnon@med.unc.edu</u>		
Applicant's Email		Property Owner's Email

Description of Proposed Work: The project proposed is a 500 SF 1st story renovation + 500 SF addition, 12'x37'-4" deck, 984 SF 2nd story addition

Estimated Cost of Construction: \$ \$450,000

The Historic District Design Guidelines, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

### Applicant and Owner Acknowledgment and Certification

I am aware that Historic District Design Guidelines, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that Town employees and/or Commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any Commissioner about my project until the public meeting at which it is under consideration.

<u>Karen McKinnon</u>	<u>23May2023</u>	<u>Karen McKinnon</u>	<u>23May2023</u>
Applicant's Signature (Optional)	Date	Property Owner's Signature (Required)	Date

**SUBMITTAL REQUIREMENTS:** The following documents and plans are required to accompany your COA application in order for it to be deemed complete. The Historic District Commission will not accept incomplete applications. Planning staff will determine when all submittal requirements have been met. Only the first FOUR major COA applications submitted by the required deadline will be heard on any HDC agenda if deemed complete by staff. Minor COAs are added based on available agenda space at the discretion of planning staff.

**All applications must include the following documents and plans** (Provide a digital copy if plans are larger than 11"x17"):

- ☐ Detailed narrative describing the proposed work and how it complies with all adopted documents as submitted.
- ☐ Existing **and** Proposed Dimensioned Plans (see below):
  - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
  - Scaled Architectural Plans (if changing building footprint or new construction)
  - Scaled Elevations (if adding or changing features of a structure)
  - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
  - Tree Survey (required for new construction when trees over 12" dBh are on site - show both existing and those to be removed)
  - Sign Specifications (if adding, changing, or replacing signage)
- ☐ Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).
- ☐ Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

**STAFF USE ONLY:**

**COA fee (\$1 per \$1000 of Construction Costs, \$10 minimum) or  
Minor Works fee (\$10 flat fee):**

Amount: \$ \_\_\_\_\_

☐ After-the-fact application: (\$100 or double the COA/Minor Works fee\*)  
\*whichever is greater

Amount: \$ \_\_\_\_\_

Total due: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**This application meets all Unified Development Ordinance requirements and has been reviewed for compliance with all approved materials.**

☐ N/A

☐ Yes

Zoning Officer: \_\_\_\_\_

**This application meets public space division requirements.**

☐ N/A

☐ Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information:**

Original date of construction: \_\_\_\_\_

Description of property: \_\_\_\_\_

Applicable Design Guidelines: \_\_\_\_\_

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit

☐ Orange County Building Permit

☐ Other: \_\_\_\_\_

**Minor Works Certificate of Appropriateness Application Decision:**

☐ Approved

☐ Referred to HDC

Minor Works Reference(s): \_\_\_\_\_

**Certificate of Appropriateness Decision:**

☐ Approved

☐ Denied

Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer's Signature

\_\_\_\_\_  
Date

## COA 109 N Wake Street

**HOUSE NARRATIVE:** The house under consideration for this renovation/addition project is located at **109 N Wake Street**. Largely obscured by a row of mature bushes along the sidewalk, this one-story, hip-roofed house is three bays wide and double-pile with a hip-roofed dormer on the façade and a gabled ell at the right rear (northwest). The house has plain weatherboards, paired two-over-two wood-sash windows, and two interior brick chimneys. The one-light-over-three-panel door has three-light-over-three-panel sidelights and a three-part transom. It is sheltered by a near-full-width, hip-roofed porch supported by columns with a wood railing between the Tuscan columns. There are two one-over-one windows in the front dormer. County tax records date the building to 1911, however a sign in the front yard reads "Mrs. Lockhart's House c. 1913." According to the homeowner the southwest rear section of the house was built in the 1940s. Annie Lockhart built the original house (1911 or 1913) and sold it in 1979 to the second owner. In 1984 the second owner sold it to the current homeowner and she has lived in the house for approximately 39 years.

Please see existing condition photos below:



Front elevation from front walkway on property





Front elevation from N Wake St





Left front looking Northwest





Left front looking from N Wake Street towards northwest





Right front looking southwest



North Elevation (right front corner) looking south





North Elevation (mid-section) looking south





North Elevation (right rear corner) looking southeast



West Elevation looking east





South Elevation (left rear corner) looking northeast



South Elevation looking east



## PROPOSED PROJECT

Proposed is a rear addition, a northern dormer, a southern dormer and a western dormer as well as a new wood deck and stairs. No changes are proposed to the existing front portion of the house other than the homeowner would like to replace the existing asphalt shingled front porch with a standing seam (no striations) metal roof do to the existing low slope of the front porch roof which is below the recommended slope for shingles. A portion of the existing rear of the house (shaded in grey on the provided site plan) will be demolished due to the close proximity of a 28" maple tree which is damaging the foundation (to be removed) and the lack of a sufficient crawl space which is causing the floor system to fail (see photos below).



28" maple too close to foundation and insufficient crawl space



failing foundation

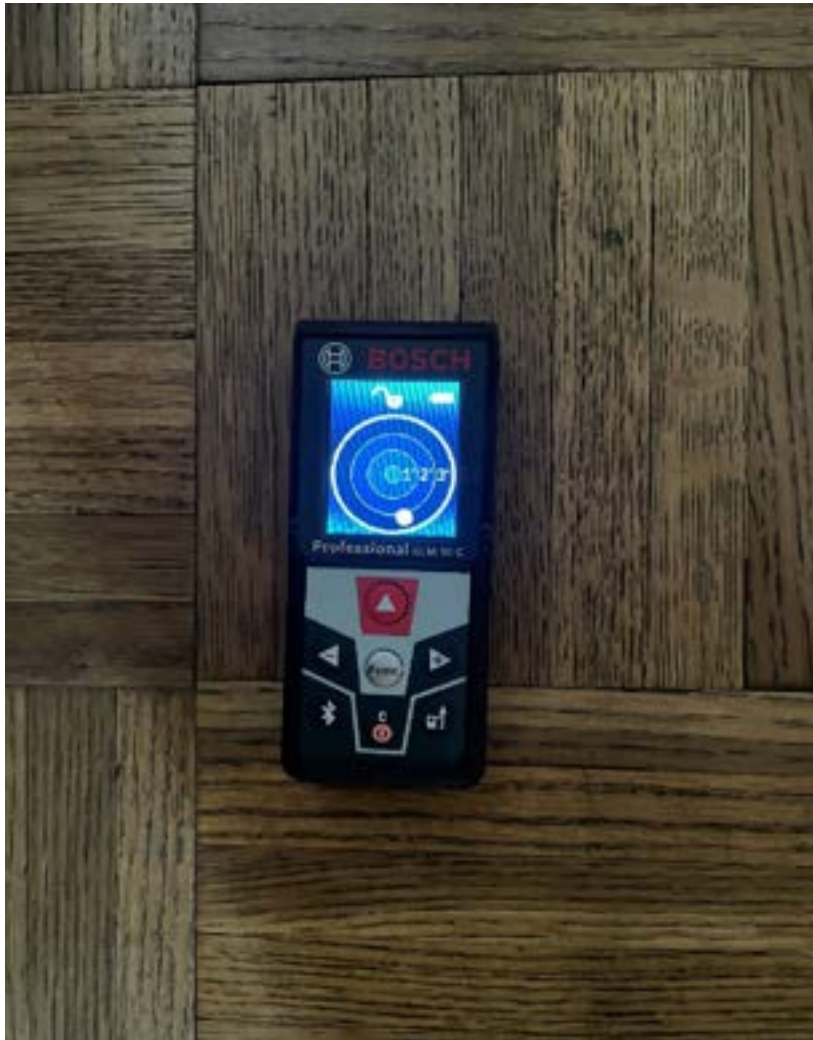


window showing failure of foundation



window showing failure of foundation





Measurement showing failure of floor system >3 degrees off level

As shown on the site plan a poorly constructed 1940s addition will be demolished/renovated as part of the project. The addition and renovated house will have wood lap siding to match, aluminum clad simulated divided light windows (grid pattern to match), brick foundation to match, Miratec trim/fascia and a fiberglass clad wood rear patio door.

### **SIMILAR PROJECTS WITHIN HISTORIC DISTRICT**



This house located at 107 N Wake Street is on the left of the subject house. The rear section is a contemporary gabled addition.





This house (114 N Wake Street) is located directly across the street from the subject house and is a house built about the same time as the subject house with a rear shed dormer and screen porch addition.



This house at 121 N Wake Street has a rear shed dormer addition as well as a substantial modern addition.





The house located at 120 E Union Street has a fairly large shed dormer addition.





This house located at 211 N Churton Street has three shed dormer additions



The house located at 127 W Queen Street has a gabled dormer addition.





The house located at 219 W. Queen Street has a gabled dormer addition

## LANDSCAPING

Removal of an existing 28" maple due to foundation issues (see site plan for location)

## LIGHTING



### Livex Lighting

#### Georgetown 1 Light Outdoor Wall Sconce

Model 2061-91

**Finish:** Brushed Nickel



## **PAINT SAMPLES**

House siding/trim (except corner boards) color: white to match existing

Window Sash color: white to match exiting

House cornerboards color: match existing Behr Platinum PPU26-11 light grey (see sample below)

Window trim color: match existing Behr Platinum PPU26-11 light grey (see sample below)

Rear patio door color: match front door Behr Admiral Blue M520-7 (see sample below)

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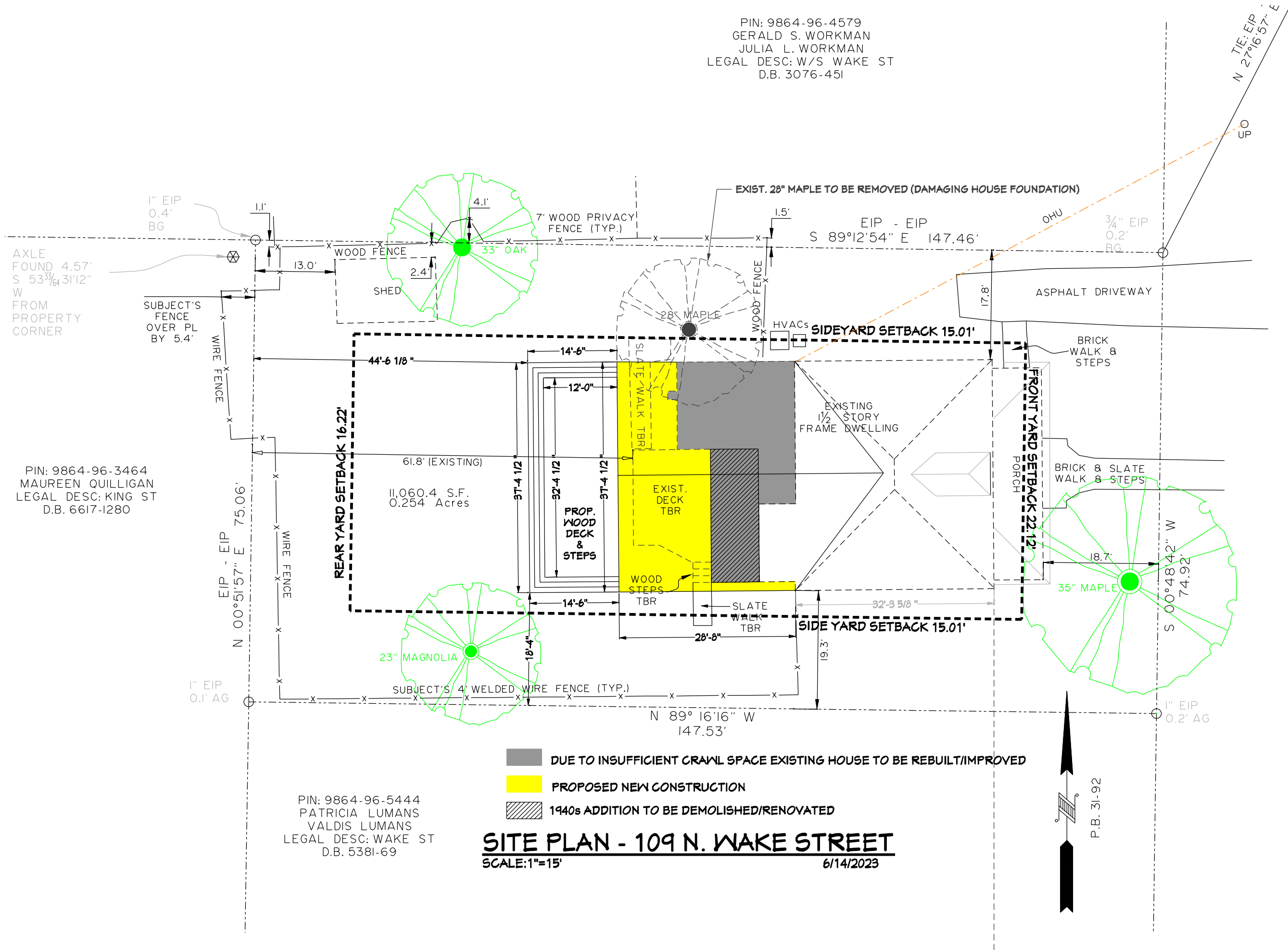




## MATERIAL LIST

Item	Proposed Material(s)	Color
Siding	wood	Match existing (white)
House Trim (except corner boards)	Miratec	Match existing (white)
House Trim (corner boards)	Miratec	Match existing (light grey)
Roof (except porch)	Asphalt shingles	match existing
Roof (porch)	Standing seam (no striations)	Grey
Window sashes	SDL Aluminum clad wood	Match existing (white)
Window trim	Miratec	Match existing (light grey)
Awnings	none proposed	n/a
Front Door	no change	n/a
Rear patio doors	Fiberglass clad wood	Match front door (Admiral Blue)
Rear patio door trim	Miratec	Match front door (light grey)
Front Porch flooring	no change	n/a
Rear Deck flooring	Pressure treated wood	natural
Handrails	Pressure treated wood	Match existing (white)
Shutters	No new shutters proposed	n/a
Columns	no change	n/a
Front steps	no change	n/a
Walkways	no change	n/a
Driveways	no change	n/a
Fences	no change	n/a

PIN: 9864-96-4579  
GERALD S. WORKMAN  
JULIA L. WORKMAN  
LEGAL DESC: W/S WAKE ST  
D.B. 3076-451



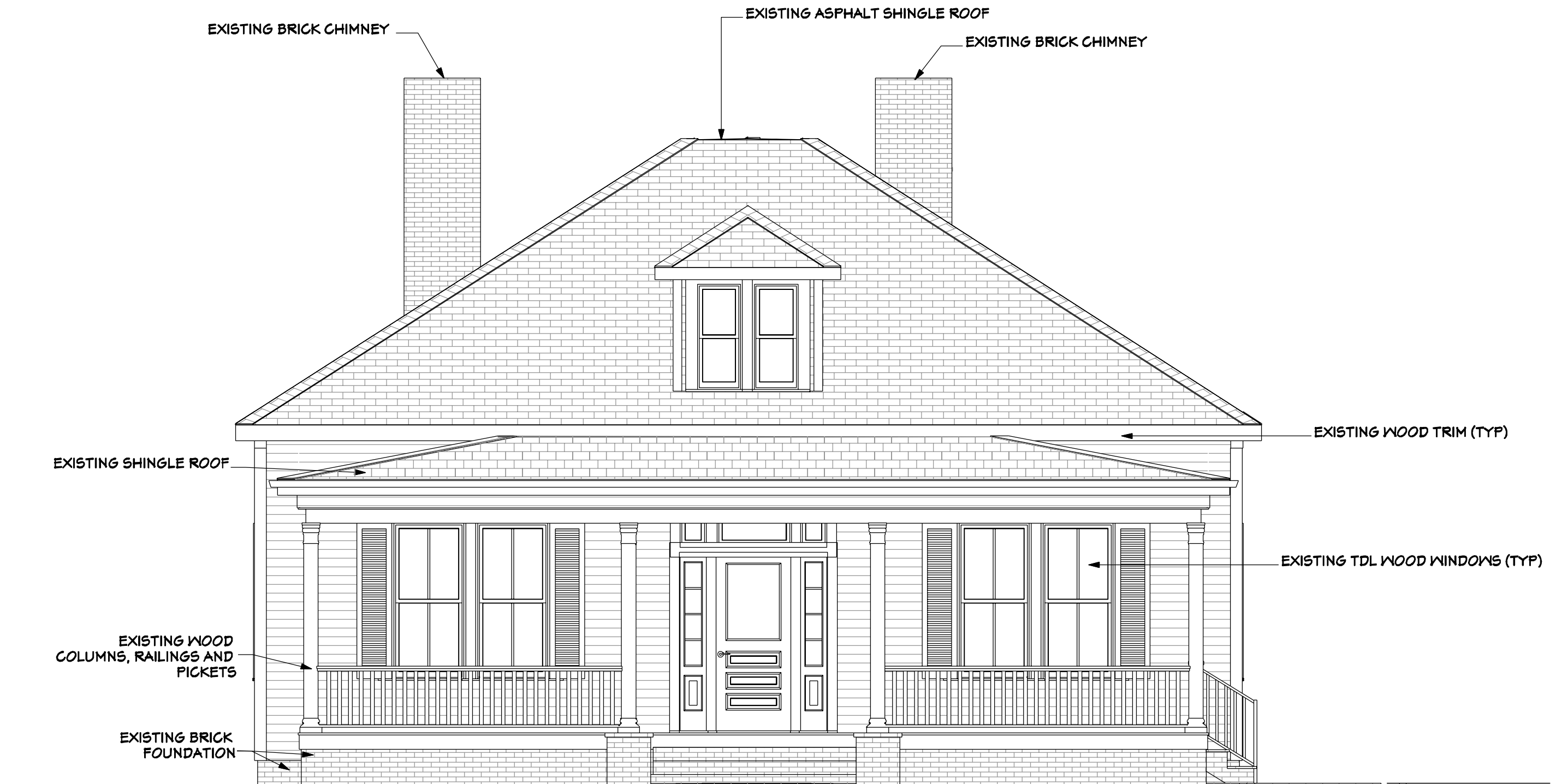
- DUE TO INSUFFICIENT CRAWL SPACE EXISTING HOUSE TO BE REBUILT/IMPROVED
- PROPOSED NEW CONSTRUCTION
- 1940s ADDITION TO BE DEMOLISHED/RENOVATED

**SITE PLAN - 109 N. WAKE STREET**  
SCALE: 1"=15' 6/14/2023

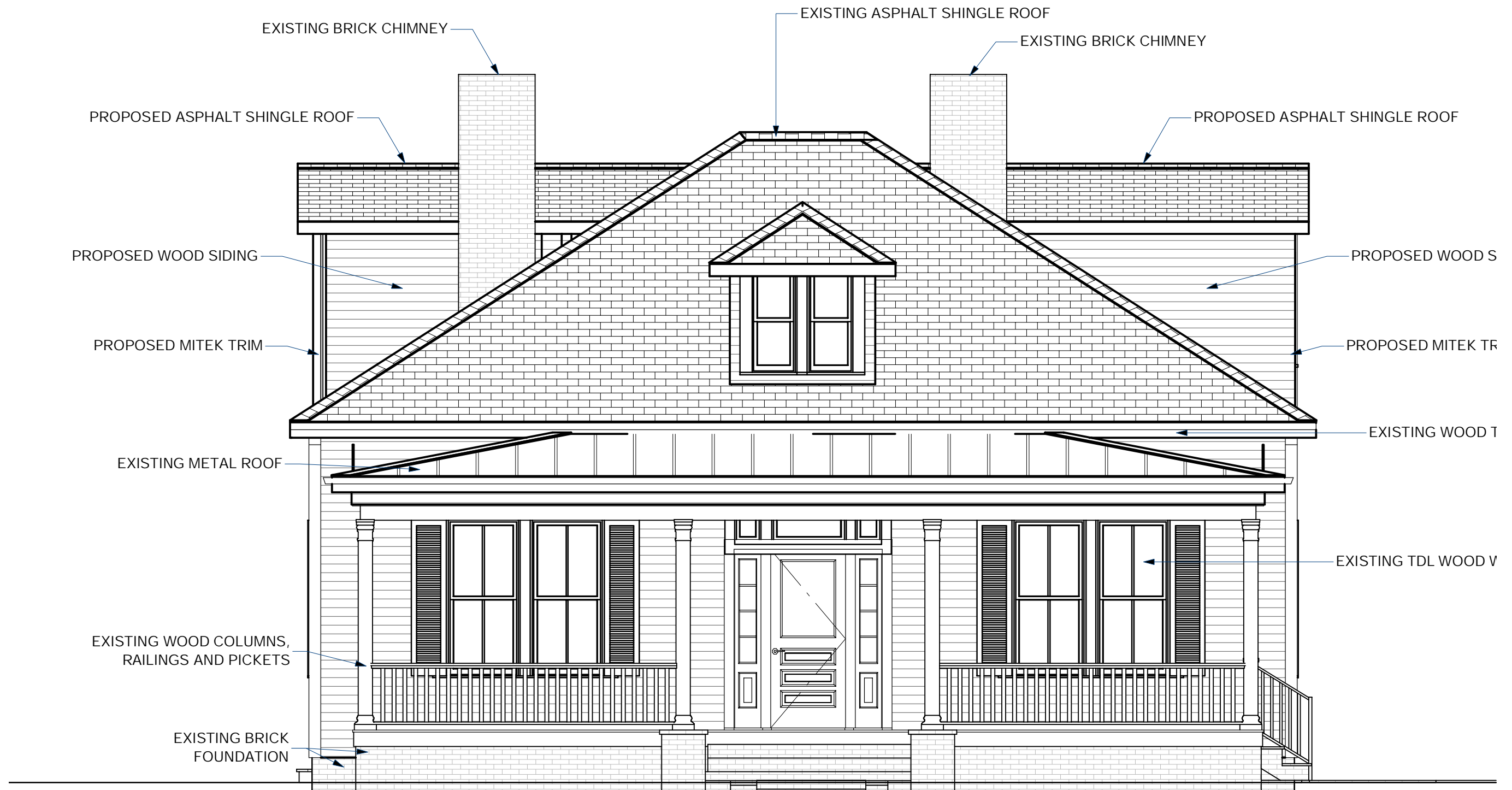
PIN: 9864-96-5444  
PATRICIA LUMANS  
VALDIS LUMANS  
LEGAL DESC: WAKE ST  
D.B. 5381-69

TIE: SSMH - SSMH  
S 00°37'19"56" E 327.45'

N. WAKE STREET  
(PUBLIC R/W)



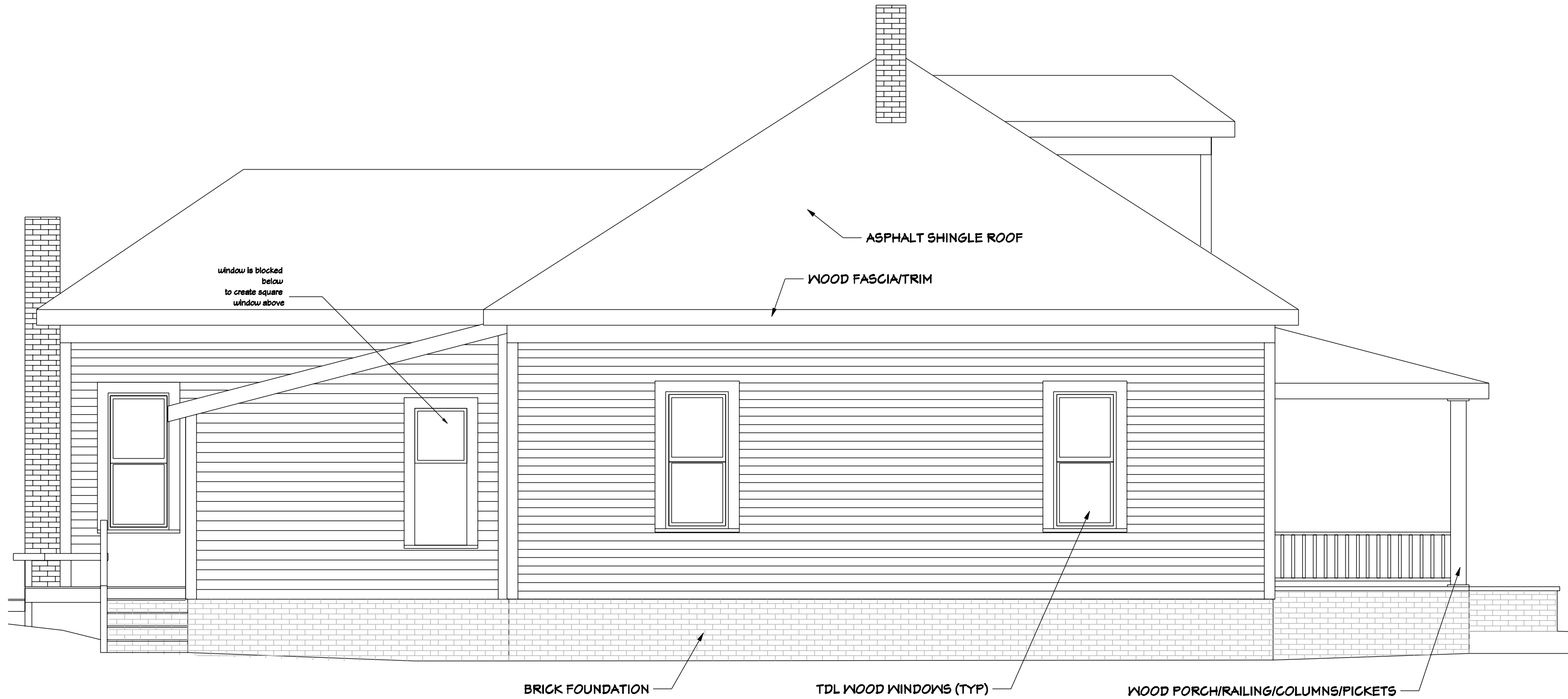
EXISTING FRONT ELEVATION



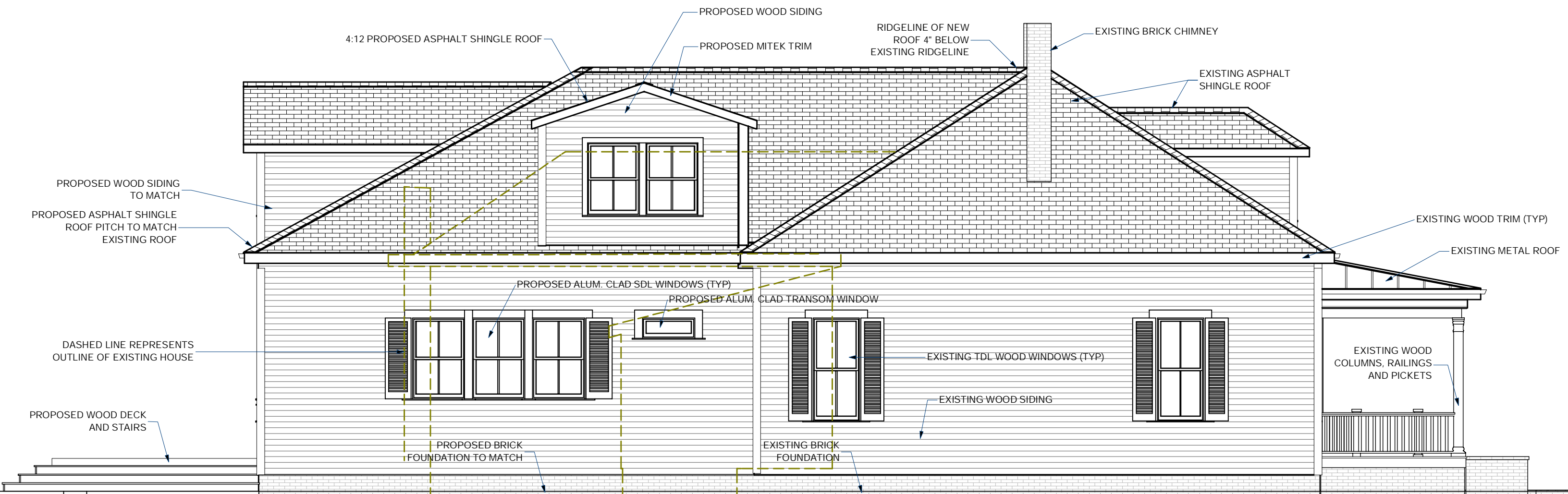
Exterior Elevation Front







EXISTING SOUTH/LEFT ELEVATION

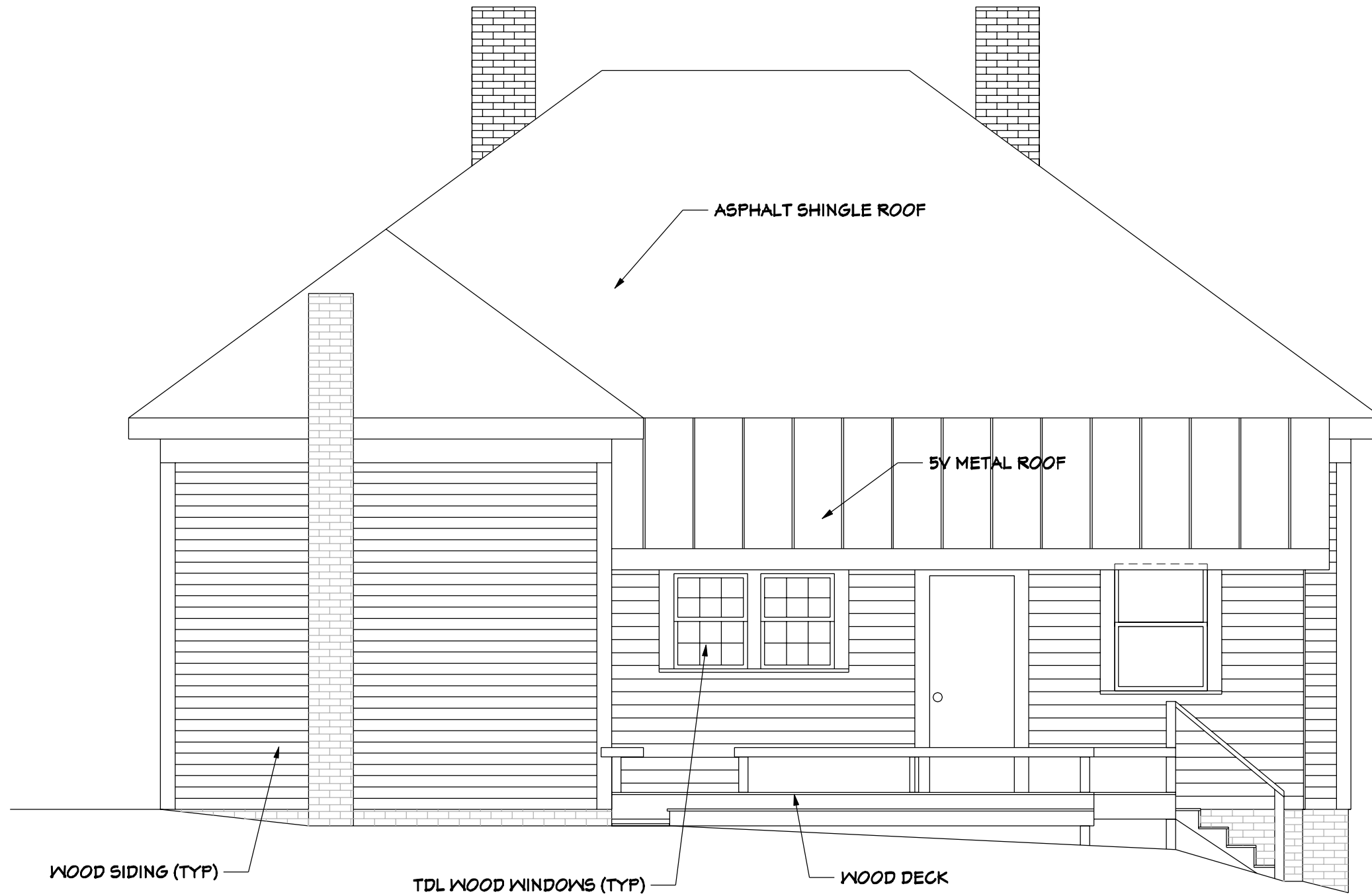


Exterior Elevation Left

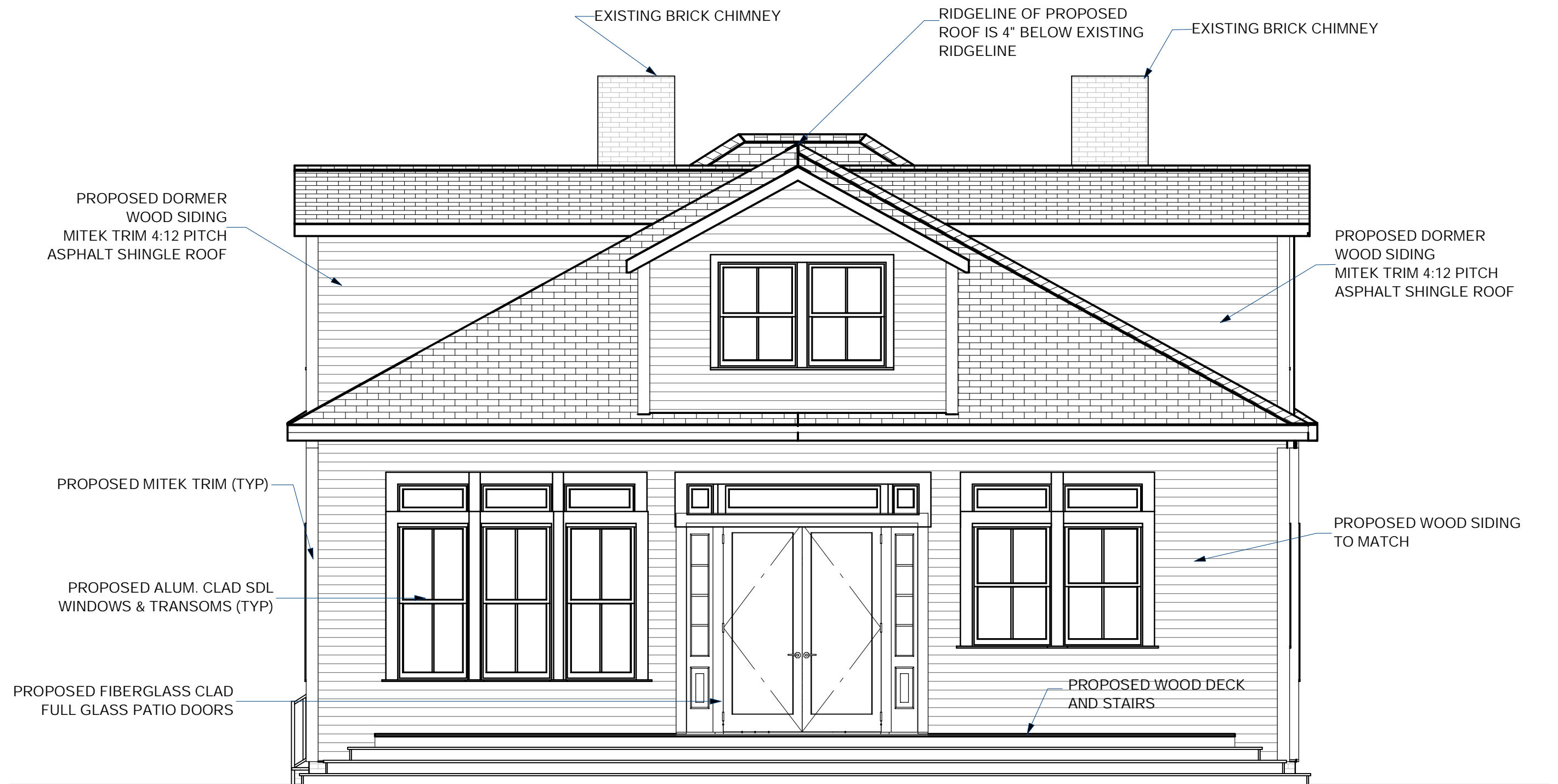






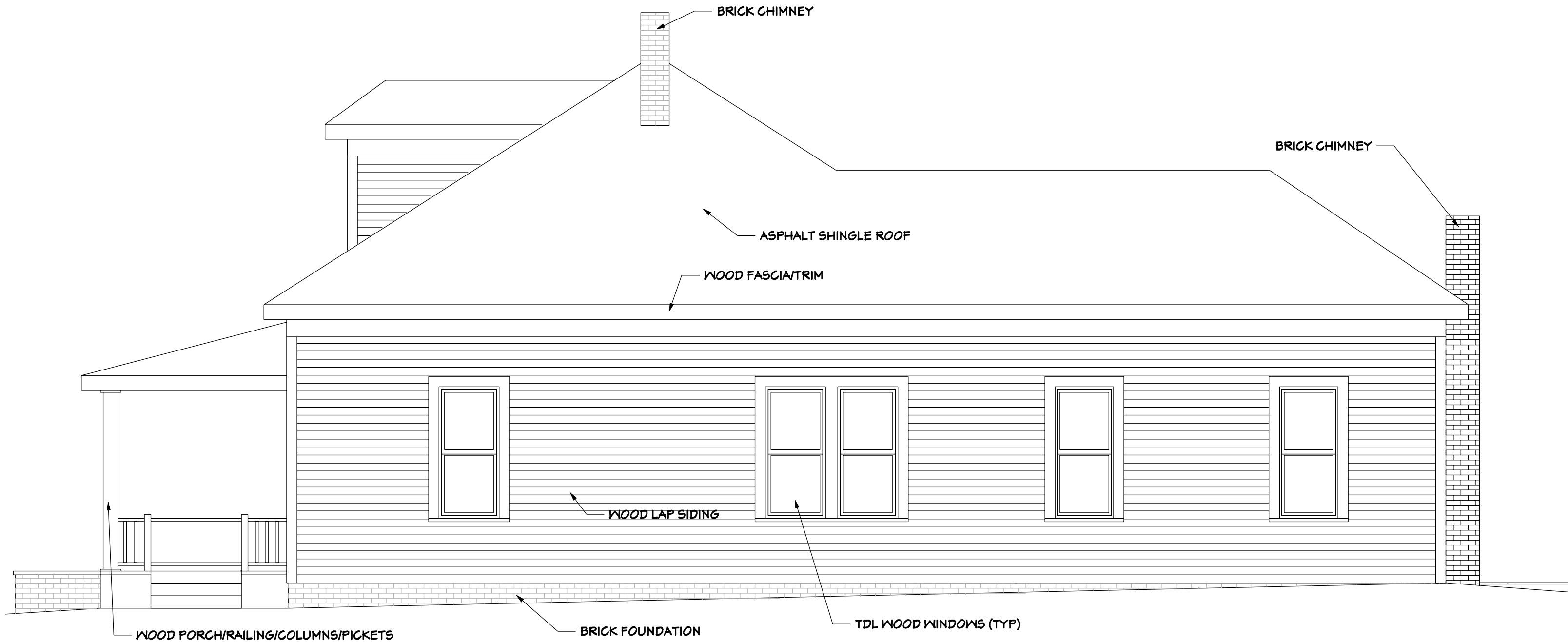


EXISTING WEST/REAR ELEVATION



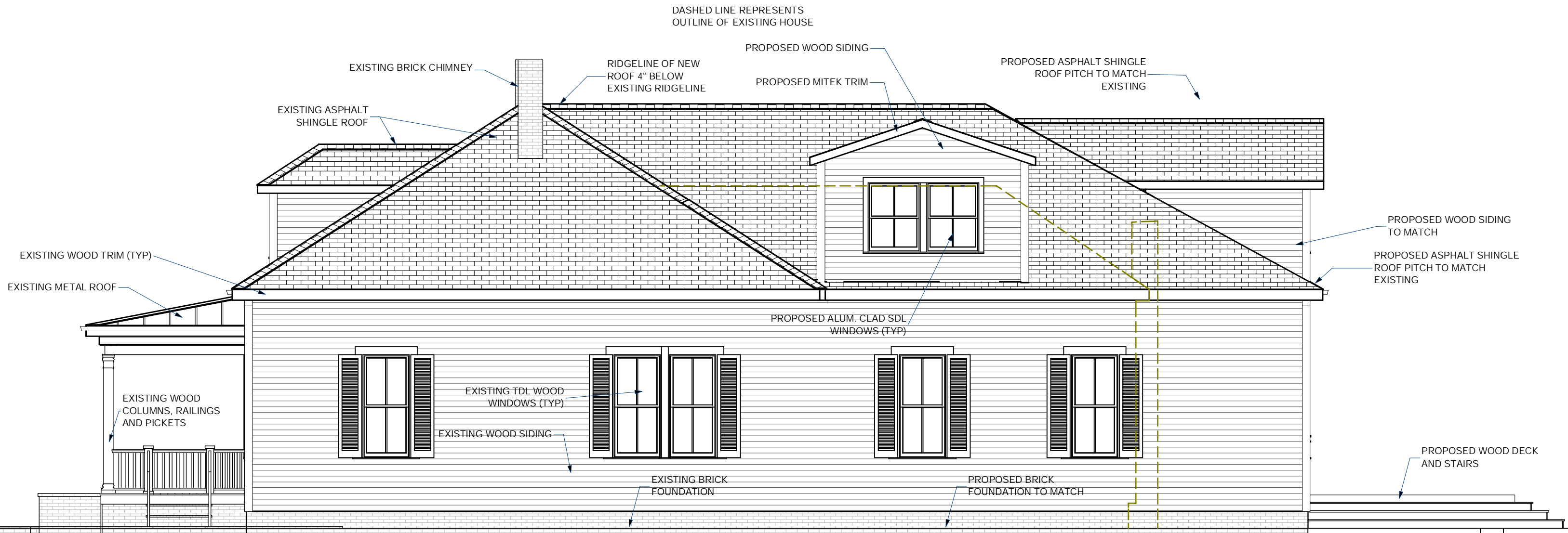
Exterior Elevation Back





EXISTING NORTH/RIGHT ELEVATION





Exterior Elevation Right









June 21, 2023

## NOTICE OF HISTORIC DISTRICT COMMISSION MEETING

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Karen McKinnon

Property Address: 109 N. Wake Street (PIN: 9864965541)

Proposal: The applicant is proposing a first-floor renovation, first-floor rear addition and deck, and second-floor rear and side dormer additions

This proposal will be discussed at the HDC meeting to be held on **Wednesday, July 5, 2023, at 6:30 pm** in the **Town Hall Annex Meeting Room at 105 East Corbin Street**. Please park and enter in the rear of the building. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

A handwritten signature in cursive script that reads "Joseph Hoffheimer".

Joseph Hoffheimer  
Planner  
Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina  
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864965541 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

6/21/2023  
Date

Joseph Hoffheimer, Planner  
(for Hillsborough Planning Department)

PIN	OWNER1_LA	OWNER1_F	OWNER2_LA	OWNER2_F	ADDRESS1	CITY	STATE	ZIPCODE
9864963464	QUILLIGAN	MAUREEN			210 WEST KING ST	HILLSBOROUGH	NC	27278
9864964579	WORKMAN	GERALD S	WORKMAN	JULIA L	115 N WAKE ST	HILLSBOROUGH	NC	27278
9864964688	COOK	PATRICIA F	COOK	WESLEY L	7100 BILL POOLE RD	ROUGEMONT	NC	27572
9864965347	HUPP FAMILY				1627 PORT ABBEY PL	NEWPORT BEACH	CA	92660
9864965444	LUMANS	PATRICIA	LUMANS	VALDIS	107 N WAKE ST	HILLSBOROUGH	NC	27278
9864965541	MCKINNON	KAREN P TR			109 N WAKE ST	HILLSBOROUGH	NC	272782441
9864967434	WILSON	KRISTIN	DE JONG	EELCO	114 N WAKE ST	Hillsborough	NC	27278
9864967592	INMAN	LISA D			120 N WAKE ST	Hillsborough	NC	27278
9864967661	WILLIAMS	JUDITH E			130 N WAKE ST	HILLSBOROUGH	NC	27278





**ITEM #6. B:**

**Address:** 212 N. Occoneechee Street

**Year Built:** c. 2022

**Historic Inventory Information (2013)** NA (New Construction)

**Contributing Structure?** No

**Proposed work**

- After-the-fact approval for changes to a previously approved COA for a new construction house

**Application materials**

- Certificate of Appropriateness after-the-fact application
- Minutes from the February HDC meeting
- Notices of Violation
- Marked up elevations and site plans
- Updated final as-built drawings
- Addendum to initial COA application

**Applicable Design Standards**

*New Construction of Primary Residential Buildings: 3, 5, 7, 8, and 10*

**Staff Comments:**

- The owners of 212 N. Occoneechee Street have submitted a COA application to resolve violations stemming from after-the-fact changes that were inconsistent with the original COA.
- An application for approval of the same after-the-fact changes was submitted by the applicants' contractor and heard at the February 1, 2023 HDC meeting. At that meeting, the contractor was given two options: the Commission could vote to approve the application with the condition that the transom picture window be replaced or removed, or the Commission could vote with the design as presented and likely not approve it. The contractor asked the board to vote on the application as presented, and the board voted to deny the entire application. Minutes from the February meeting are attached.
- Since the after-the-fact changes remained in violation of §8.2.2 of the Town's Unified Development Ordinance after the February HDC meeting, a Notice of Violation was sent to the owners and contractor on May 17, 2023 (one month after the denial letter). The Notice of Violation cited the following changes as inconsistent with the original COA:
  1. The rear stairs from the main level porch down to grade were removed.
  2. The rear lite pattern was modified.
  3. The double doors on the rear elevation were changed to a triple window.
  4. A single exterior door was installed on the rear elevation.
  5. Two additional wall sconces were added on the rear elevation.
  6. A picture window was installed over the proposed window to the right of the garage doors.
  7. Windows were not installed in the garage doors per the approval conditions.
  8. Gutters were to be black (as noted on p. 3 of the attached addendum) but were changed to white.



TOWN OF  
HILLSBOROUGH

**Certificate of Appropriateness (COA) & Minor Works Application**

\_\_\_\_\_  
Orange County Parcel ID Number

\_\_\_\_\_  
Zoning District

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Property Owner (if different than applicant)

\_\_\_\_\_  
Applicant's Mailing Address

\_\_\_\_\_  
Property Owner's Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Applicant's Phone Number

\_\_\_\_\_  
Property Owner's Phone Number

\_\_\_\_\_  
Applicant's Email

\_\_\_\_\_  
Property Owner's Email

Description of Proposed Work: \_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_

The Historic District Design Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

**Applicant and Owner Acknowledgment and Certification**

I am aware that Historic District Design Standards, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that Town employees and/or Commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any Commissioner about my project until the public meeting at which it is under consideration.

*Robert Kern*

\_\_\_\_\_  
Applicant's Signature (Optional)

\_\_\_\_\_  
Date

*Robert Kern*

\_\_\_\_\_  
Property Owner's Signature (Required)

\_\_\_\_\_  
Date

**SUBMITTAL REQUIREMENTS:** The following documents and plans are required to accompany your COA application in order for it to be deemed complete and scheduled for Commission review. Planning staff will determine when all submittal requirements have been met. The first FOUR complete COA applications submitted by the deadline will be heard on any HDC agenda.

**All applications must include the following documents and plans (Provide a digital copy if plans are larger than 11"x17"):**

- ☐ Detailed narrative describing the proposed work and how it complies with all adopted standards.
- ☐ Existing **and** Proposed Dimensioned Plans (see below):
  - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
  - Scaled Architectural Plans (if changing building footprint or new construction)
  - Scaled Elevations (if adding or changing features of a structure)
  - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
  - Tree Survey (required for new construction when trees over 12" dBh are on site - show both existing and those to be removed)
  - Sign Specifications (if adding, changing, or replacing signage)
- ☐ Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).
- ☐ Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

Senner suggested the board table the item until the next meeting to allow Stewart to provide responses and solutions to some of the concerns raised by the board. Campbell asked Stewart if he would like to do that or receive a decision based on what was presented.

Miller said he had a comment that may influence Stewart's decision. He said his concern with the design is overall congruence. He said new architectural styles may be approved but not all architectural styles and elements. He said it is unlikely that the Brutalist style would have been approved in its era. He said he has trouble with the style and materials and does not know if this is the next step the board wants to take in the district. Senner said the challenge is how to accommodate more current styles and view projects in their own period while concurrently considering their compatibility with the overall character of the district. He said this is why the standards exist. Stewart said it is tough because the standards mention in several places about building for today.

Stewart said he did not think the vote would go well, so he would choose to table it to the next meeting. Senner told Stewart to feel free to work with staff on the items of concern and said the board is eager to find solutions that fit the intent of the standards. He said he appreciates the thoughtfulness that has been put into the proposed design. Stewart said it will be tough to find solutions that are not mediocre. He affirmed, when asked by Dicker, that he understands what the board's concerns are.

Revels again came forward with comments. She said stacked stone walls are one of the most historic things in the town. She said she is trying to hear objectively what the concerns are according to the standards.

Hoffheimer and Campbell stated that the public comment portion of the public hearing was over.

Spencer addressed Revels to say that the guidelines are there to assist the board, but the board's decisions can be subjective when determining if the project is congruous overall.

Senner asked Stewart if he, as the applicant, understood the guidelines he was being asked to address. He said he did not make notes of specific guidelines. Campbell indicated that staff was making notes and could assist.

Burke addressed Senner and said architecture is history. He said he had previously served on the board and assisted with creating some of the guidelines. He said there was discussion during his tenure about the need to accommodate infill that would take place in the district and that the guidelines should prevent ossification of a certain moment in history.

Senner called to close the public hearing at 8:39 p.m. and asked the board for a motion to continue the case to the following meeting.

DeGette commented that she asked for her letter to be shared and that she had left a digital copy with staff.

Motion: Senner moved to table the item until the March meeting. Spencer seconded.

Vote: 6-0.

Senner called for a five-minute recess at 8:41 p.m. The meeting resumed at 8:46 p.m.

B. Certificate of appropriateness application (after the fact): 212 N. Occoneechee St.



Senner opened the public hearing, briefly stated the purpose of this item, asked for any conflicts of interest, and swore in Campbell when none were disclosed.

Contractor Allen Knight was present to speak on behalf of the applicant, and he was also sworn in.

Campbell gave an overview of the item and said that the board had previously reviewed a certificate of appropriateness after the fact for this project in September 2022 when the homeowner had made some changes during construction. At that hearing, the applicant was to provide final as-builts for review, which was a condition of the original application for a certificate of appropriateness. The applicant asked staff to postpone the case until the applicant was able to prepare the as-builts. There were additional miscellaneous comments from staff to be addressed, as well, such as sidewalk encroachment into the right of way. Campbell said some changes had taken place during construction that were not approved. The applicant is now returning to continue to seek a certificate of appropriateness after the fact.

Campbell reviewed some items that were included in the meeting packet, including a landscaping plan that had been approved by a former planning staff member as a minor work. There was a dialogue between Senner and Campbell as to whether a driveway that was included in the plan was or should have been approved as a minor work. Campbell stated there was gray area based on notes included with the approval that led the applicant to believe the driveway had been approved with the plan.

Campbell then reviewed the staff's final inspection comments, which stated that necessary approvals from other agencies had been resolved. She said the applicant states a window muntin configuration in question was included in an originally approved submission, but staff has no internal record of that. Campbell said that does not mean there was not a conversation about it, but the previous application was handled by staff no longer with the town. She said the board would have an opportunity to ask the contractor about these matters.

Campbell said windows were left off from the garage doors and some other items differed from the original certificate of appropriateness. She stopped there to ask Senner how he would like to work through the items.

Senner called on Knight. Knight said most of the changes were decisions made by the homeowner. Regarding the muntins, Knight recalled his conversation with staff to be a question of whether the window order would be the same as what was submitted, to which he averred. He said what was presented on the original certificate drawings and as-builts and what is on the house are the same configuration.

Senner asked whether the window order was missing from the packet. Campbell said the as-builts are what is being reviewed. Knight said the windows are now in place. Miller said it would be helpful to have pictures. Senner said pictures had been provided but it was before Miller joined the board. Miller said he had seen the windows in person, so he was OK to discuss.

Senner asked if Campbell could provide the original certificate application and drawings for the approval of the landscape plan. He moved on to other items as she retrieved the information.

Senner asked if there were any items from the first page to be addressed. Miller pointed to items 1 and 2 under the certificate of appropriateness conditions not met and read the statement, "Staff will work with applicant to determine the correct scale and associated muntins to be used." He asked if staff agreed with the applicant's statement. Campbell said windows on the rear are consistent with windows on the front and sides. Miller asked about the picture window. Campbell confirmed there is one picture window.

Miller said the second item related to the garage doors with windows being a condition of approval and asked if it should be enforced. Senner said it was his understanding from the meeting minutes that this was made a condition because of the applicant's request and not because of an issue with congruence. Vice Chair Max Dowdle confirmed as one who was on the board at the time of the earlier application. He said the board should consider each element as if it were something the board would approve today. It was determined that there is no requirement for the windows in the garage doors.

Miller said he is concerned about the pea gravel that was proposed versus the gray gravel that was installed. Senner said it is a matter of whether the board would consider the gray stone as congruent. He and others said they would. Miller said he would not. Senner asked if anyone else would not, and all other members said they would consider it congruent.

Senner pointed to Page A 202 to express concern about the addition of one full-light window while the house has no other full-light windows. Knight said all transom windows are without muntins. He said some in the back are without muntins, as well as the doors. Miller pointed out that the others are not visible from the street. Peele said if she had this in front of her today, she would not approve it. Spencer read from past minutes to say the previous board was not going to approve the windows. Knight said they did not vote, so that was inconclusive.

Senner confirmed that the screened porch plan had been submitted. Campbell said it had been submitted but not processed, so it met the condition. She said the screened porch minor work application was in the packet to demonstrate that the condition had been met.

Dicker asked about earlier plans proposing a new construction shed that would require the removal of a tree. The tree had been removed but the shed has not been built. Dicker wanted to know if the tree had been replaced. Knight said some had been planted and others are proposed in the current plan.

Senner asked if staff checks up on minor works projects to see if they are completed. Campbell said spot checks are done, but the owners are not required to build what is approved. She clarified that just because a construction project is approved does not compel the owners to have to build it. There were questions as to how this would apply if conditions were attached. Campbell said the conditions would need to be met. Senner said any approval tonight should include previous conditions. Specifically, board members wanted to include that a replacement tree should be planted. Knight said new trees were in the proposed landscape plan and asked if there is a timeframe on the conditions. Campbell said it is usually 6 to 12 months but is at the discretion of the board.

The discussion then went back to a transom window on the right elevation. Senner said it does not appear that this window would be considered congruent with the design standards. Others agreed. Senner proposed that the installation of a window with the same muntin profile as the other windows on the same elevation would be considered consistent. Others agreed. Spencer pointed out that an earlier condition was all windows would be simulated divided lines with grill patterns. With the homeowners not being present, Senner asked Knight if he was open to accepting that condition or whether he would like to have the application voted on as submitted. Knight said the owner wanted it voted up or down.

Senner explained the two options were the board could approve the application with the condition that the window would be replaced or removed or the board could vote with the design as drawn and likely not approve it. Knight said he thought the owners would want them to vote on the application as presented.

Senner asked Campbell if there were any updates on the driveway. Campbell said yes and demonstrated on the screen in the meeting room a section that read “landscaping and driveway.” Senner asked to have the minutes reflect that the design standards clearly state it is not appropriate to site new off-street parking in locations visible from the street, so he would view the design as incongruent with the standards. He continued that he did not think this element could be approved by staff as a minor work. Campbell agreed but said it appears a previous staff member did approve it and it was installed in good faith. Senner wanted the record to reflect that what was approved was not a minor work and was not congruent with the standards, although approved by staff.

Spencer said the front door was to be stained natural, but it has a dark stain. Knight disagreed and said it is a mahogany door with a natural stain.

Senner closed the public hearing at 9:15 p.m.

Motion: Senner moved to find as fact that the 212 N. Occoneechee St. application is not in keeping with the overall character of the Historic District and does not comply with all relevant standards of evaluation based on the commission’s discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are inconsistent with the Historic District Design Standards for windows. Spencer seconded.  
Vote: 6-0.

Motion: Senner moved to deny the application as submitted. Spencer seconded.  
Vote: 6-0.

After the vote, Dicker asked what the next steps would be in denying an after-the-fact application. Campbell said that is a question for the town attorney and she will follow up. Senner addressed Knight and said he hopes Knight will relay the specifics to the homeowner, specifically that the main issue is the transom window and that the tree replacement would still be a condition of approval if the homeowner reapplied.

Spencer asked whether there are consequences if an original certificate approval has conditions that are not met. Campbell said a notice of violation may be issued. She said she will check with the town attorney on the next steps and provide an update.

Senner said it is important to ensure the minutes cite the standards violated in case of an appeal. Hoffheimer said an appeal would go to Superior Court.

## **6. Review/adoption of updated Rules of Procedure**

Assistant Town Manager Margaret Hauth stepped to the podium and introduced herself. She stated that in working with various town boards, inconsistencies were discovered in the rules of procedures for each board. She said this can happen over time as boards are represented by different staff, etc. She said the purpose is to ensure that all 10 basic tenets are covered and that there are no conflicts where the town board determined there should be consistency.

Hauth said some items were pulled out of the Historic District Commission’s rules of procedures because they were added to the town ordinance. Examples included meeting participation requirements by board members and how to define a quorum.

Hauth noted that the application procedure is still included in the rules and that she recommends removing it as a part of the approval, if approved tonight. She said the procedure is included in the town code. Having

May 17, 2023

Mailed via Certified Mail, Article #7022 0410 0002 7692  
5605, Return Receipt Requested, and First-Class Mail

Housewright Building Co.  
P. O. Box 786  
Carrboro, NC 27510

**NOTICE OF VIOLATION AT:**  
212 North Occoneechee Street, Hillsborough, NC 27278  
Parcel Identification Number: 9864779269

Dear Allen:

According to our records, your firm conducted work inconsistent with a Town-issued Certificate of Appropriateness (COA) at 212 North Occoneechee Street. The work was performed in violation of the Town's Unified Development Ordinance (UDO), specifically:

**§8.2: Violations**

Each of the following is a violation of this Ordinance and subject to the remedies and penalties provided by this section and state law:

**§8.2.2 Development Inconsistent with Permit**

Engaging in any development, use, construction, remodeling, alteration of a site or landscape features, or other activity of any nature in any way inconsistent with any approved plan, permit, certificate, or other form of authorization granted for such activity. This includes non-performance of routine and regular maintenance that does not sustain an approved development to the standards set forth in the development or permit approval.

**§8.3 Responsible Persons**

The owner, tenant, or occupant of any land or structure, or part thereof, and any architect, engineer, builder, contractor, agent, or other person who participates in, assists, directs, creates, or maintains (actively or passively) any situation contrary to the requirements of this Ordinance, may be held responsible for the violation and be subject to the penalties provided herein.

The following work inconsistent with the Town-issued COA was observed during a final inspection on May 31, 2022, and a site visit on May 17, 2023:

**Violations Observed:**

1. The rear stairs from the main level porch down to grade were removed.
2. The rear lite pattern was modified.
3. The double doors on the rear elevation were changed to a triple window.



4. A single exterior door was installed on the rear elevation.
5. Two additional wall sconces were added on the rear elevation.
6. A picture window was installed over the proposed window to the right of the garage doors.
7. Windows were not installed in the garage doors per the approval conditions.
8. Gutters were to be black but were changed to white.

**Corrective Actions to be Taken:** To correct this violation, you must:

1. Correct the violations to comply with the February 3, 2021, COA authorizing construction of the house, or reapply for an after-the-fact COA. An application form is included with this notice. The application fee is \$100.
2. Contact me for a compliance inspection once the work is completed.

***Please take action to fully correct these violations by June 17, 2023.*** If you intend to bring the property into compliance with the Ordinance, but cannot meet the stated deadline, please contact me and I will attempt to work with you on an extension.

**Corrective Remedies/Penalties:** Failure to remedy this violation may result in the Town taking one or more of the following actions:

1. Assessing civil penalties in the following amounts:

Notice	Civil Penalty Amount
1 <sup>st</sup> Violation	\$200.00
2 <sup>nd</sup> Violation	\$300.00
3 <sup>rd</sup> Violation	\$400.00
4 <sup>th</sup> and Subsequent Violations	\$500.00

2. Seeking other enforcement action(s) deemed necessary to gain compliance (e.g., order of abatement); and/or
3. Seeking any other remedies allowed under North Carolina law.

**Right to Appeal:** This Notice may be appealed to the Town Board of Adjustment if you believe some or all its findings are in error. A written appeal must be filed within **30 calendar days** of your receipt of this Notice. You will be provided with the appropriate application form should you wish to file, or you may access the required forms under the "Documents" heading found at <https://www.hillsboroughnc.gov/government/appointed-boards/board-of-adjustment/>. There is no fee for an appeal. **This is your one opportunity to file an appeal.** Subsequent notices and penalties may not be appealed.

You may contact me at 919-296-9472 or [joseph.hoffheimer@hillsboroughnc.gov](mailto:joseph.hoffheimer@hillsboroughnc.gov) if you have any questions.

Sincerely,



Joseph Hoffheimer  
Planner

Enclosure

cc: Bob and Terry Kern, 212 North Occoneechee Street, Hillsborough, NC 27278 (via certified mail)  
Shannan Campbell, Town of Hillsborough Planning & Economic Development Manager  
Robert Hornik, Town of Hillsborough Attorney  
Property file (212 N. Occoneechee St.)

May 17, 2023

Mailed via Certified Mail, Article #7022 0410 0002 7692  
5599, Return Receipt Requested, and First-Class Mail

Bob and Terry Kern  
212 N. Occoneechee St.  
Hillsborough, NC 27278

**NOTICE OF VIOLATION AT:**  
212 North Occoneechee Street, Hillsborough, NC 27278  
Parcel Identification Number: 9864779269

Dear Property Owners:

According to our records, work inconsistent with a Town-issued Certificate of Appropriateness (COA) was conducted on your property at 212 North Occoneechee Street. This work has been performed in violation of the Town's Unified Development Ordinance (UDO), specifically:

**§8.2: Violations**

Each of the following is a violation of this Ordinance and subject to the remedies and penalties provided by this section and state law:

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You may contact me at 919-296-9472 or [joseph.hoffheimer@hillsboroughnc.gov](mailto:joseph.hoffheimer@hillsboroughnc.gov) if you have any questions.

Sincerely,



Joseph Hoffheimer  
Planner



Enclosure

cc: Housewright Building Co., P. O. Box 786, Carrboro, NC 27510 (via certified mail)  
Shannan Campbell, Town of Hillsborough Planning & Economic Development Manager  
Robert Hornik, Town of Hillsborough Attorney  
Property file (212 N. Occonechee St.)

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p><b>Bob and Terry Kern</b>  <b>212 N. Occaneechee St.</b>  <b>Hillsborough, NC 27278</b></p>		<p>A. Signature  <b>X</b> </p> <p><input type="checkbox"/> Agent  <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <b>Agent</b> C. Date of Delivery <b>5/18/23</b></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes          If YES, enter delivery address below: <input checked="" type="checkbox"/> No</p>	
<p>2. Article Number (Transfer from service label)</p> <p><b>7022 0410 0002 7692 5599</b></p>		<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Adult Signature  <input checked="" type="checkbox"/> Adult Signature Restricted Delivery  <input checked="" type="checkbox"/> Certified Mail®  <input type="checkbox"/> Certified Mail Restricted Delivery  <input type="checkbox"/> Collect on Delivery  <input type="checkbox"/> Collect on Delivery Restricted Delivery  <input type="checkbox"/> Insured Mail  <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p> <p><input type="checkbox"/> Priority Mail Express®  <input type="checkbox"/> Registered Mail™  <input type="checkbox"/> Registered Mail Restricted Delivery  <input type="checkbox"/> Signature Confirmation™  <input type="checkbox"/> Signature Confirmation Restricted Delivery</p>	

9590 9402 7661 2122 6134 12

PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt

7022 0410 0002 7692 5599

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For delivery information, visit our website at [www.usps.com](http://www.usps.com)®

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Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total Postage and Fees \$

Sent To **Bob and Terry Kern**  
**212 N. Occaneechee St.**  
**Hillsborough, NC 27278**

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

**HILLSBOROUGH, NC**  
**MAY 17 2023**

5095 0410 0002 7692 5605

**U.S. Postal Service™**  
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For delivery information, visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total Postage and Fees **8.34**

Sent To **Housewright Building Co.**  
**P.O. Box 786**  
**Carboro, NC 27510**

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

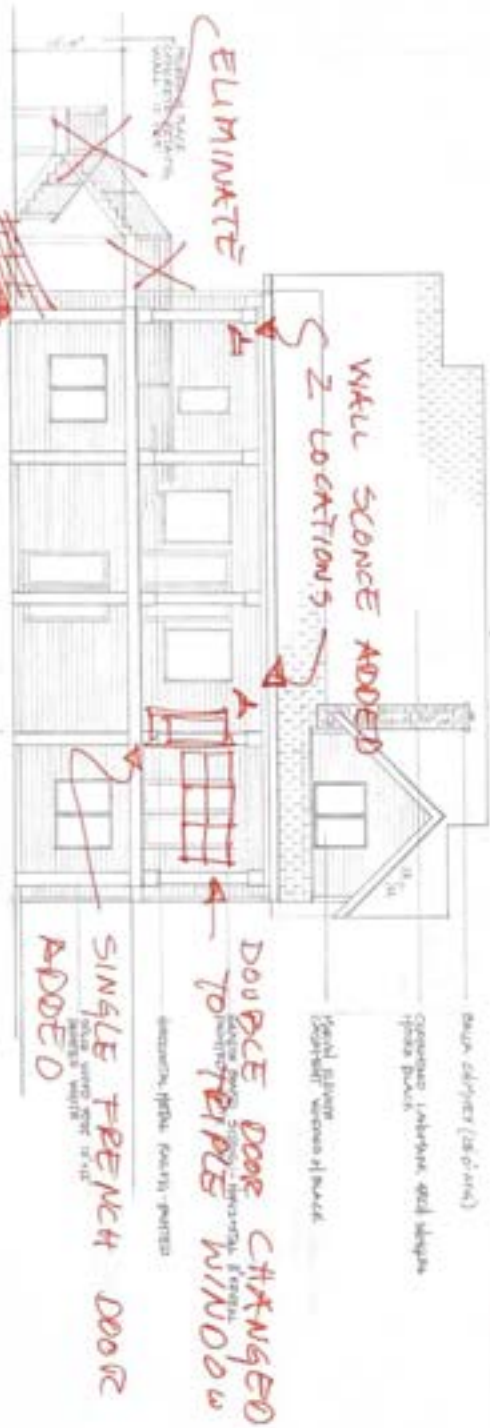
**HILLSBOROUGH, NC**  
**MAY 17 2023**



123



Photo Elevation  
N. 1/2



STAIR TO GRADE





AA

barnlight.com

X

24 Per Page

~~X~~ THIS FIXTURE PREVIOUSLY APPROVED



~~X~~ BLACK MATTE FINISH

The Original™ LED Warehouse Gooseneck Light

BLE-G-WHS-LED

\$404.00





[illegible]

## Elevations

1/13/2023 11:39:06 AM





## **Addendum to Historic District Certification of Appropriateness Application**

### **Lot 2A North Occoneechee Street, Hillsborough, NC**

#### **Project Overview:**

This submittal is for a single-family residence on lot 2A N. Occoneechee Street on a newly created lot consisting of 30,000 square feet or .7 acres. The lot is 153 feet wide at the street and 200 feet deep. The lot drops significantly from the street elevation down to a small creek at the back of the lot. The lot conditions require a basement that will be daylight at the back of the house. The project also includes the construction of a small garden shed adjacent to the driveway.

#### **Home Description:**

The home is designed in the “Modern Farmhouse” style that incorporates traditional building forms into a more modern and functional floor plan. The home is based on a style the owners wish to replicate, and that has been used on several recent projects in the Historic District, including the house under construction on the adjacent lot. The home is a story and a half with broad porches extending across the entire front and rear of the home. (see attached plans) The home is 53 feet wide with an overall height of 30 feet at the front elevation. The ground floor consists of 1690 heated sf and a 2 – car side entry garage. The second floor is approximately 1200 heated sf. The unheated area are: front porch – 350 sf, back porch – 700 sf, garage – 420 sf, and shed – 128 sf.

The home is sited in the middle of the lot, parallel to the street, consistent with adjacent properties. The setback is approximately 32’ from the front line. All utilities, including power will be trenched in from the ROW to the front of the house as indicated on the site plan.

The home will be constructed using materials previously used in the Historic District and consistent with district guidelines. The siding will be painted, untextured, smooth, Hardie Board in a horizontal and vertical application. The trim will also be untextured Hardie Board. The siding and trim will be painted SW 7006 Extra White. The roof will be primarily Certainteed Landmark Architectural Series shingle in Moire Black. The front porch and front dormer roof will be Union Corrugating standing seam 16” wide flush panels in Charcoal Gray.

This project also includes a garden shed on the South side of the lot, adjacent to the driveway. The shed is 8'-0" x 15'-0" enclosed, and a 5'-0" shed overhang for wood storage. The materials for the shed will match those used on the house. The shed will be painted white to match the house.

The back right side of the lot, next to the house, will be retained by a poured-in-place concrete wall that extends 25'-0" from the back right corner of the house, south. This wall is approximately 10'-0" tall from the downhill grade. The lower grade level will be reached from the back yard via a treated wooded set of steps at the back right side of the house.

The railings on the back porch and back steps will be horizontal welded steel, painted black to match other elements of the house. (This is the same type and style of railing used on the 515 Churton Condo building.)

**The proposed home meets the New Construction Guidelines as noted:**

- 1) The siting and orientation of the house are consistent with District guidelines and with adjacent properties along North Occoneechee and throughout the District.
- 2) The style, design, and proposed construction is compatible with, but differentiated from, historic buildings in the District.
- 3) The proposed home is compatible in height, massing, form, and proportion to existing residences throughout the District and on North Occoneechee and with District guidelines.
- 4) The materials and finishes, including windows, doors, and detailing, are consistent with and compatible to District guidelines and surrounding residences.
- 5) The proposed home maintains the existing streetscape and topography. Most of the existing trees will be maintained with the exception of the trees within the proposed building envelope. The entire back of this lot, including all downhill topography and trees, will be maintained in its existing state.

**The following materials are proposed:**

Shingle: Certainteed Landmark Architectural series shingle – Moire Black

Metal roof: Union Corrugating standing seam 16” wide smooth panel – Charcoal Gray

Foundation: poured in place concrete foundation wall

Windows: Marvin Elevate Fiberglass clad wood casement windows – Black

The windows on the front elevation will have raised SDL muntins.

Front Door: SunMountain double wood door – stained natural

Side and back doors: Marvin Elevate – Black

Siding: Hardie Board fiber cement board, smooth, untextured, 8” reveal– SW 7006 Extra White

Trim: Hardie Board fiber cement board, smooth, untetured – SW 7006 Extra White

Porch Columns: site-built wood 12”x12” - SW 7006 Extra White

Porch floors: front porch concrete slab on grade – back porch wood planking boards

Gutters: Prefinished aluminum 5” - black

Garage Doors – Doorlink 481 8’x8’ OHD – SW 7006 Extra White

Driveway – pea gravel

Front walk way – large natural stone , dry set, unmortared

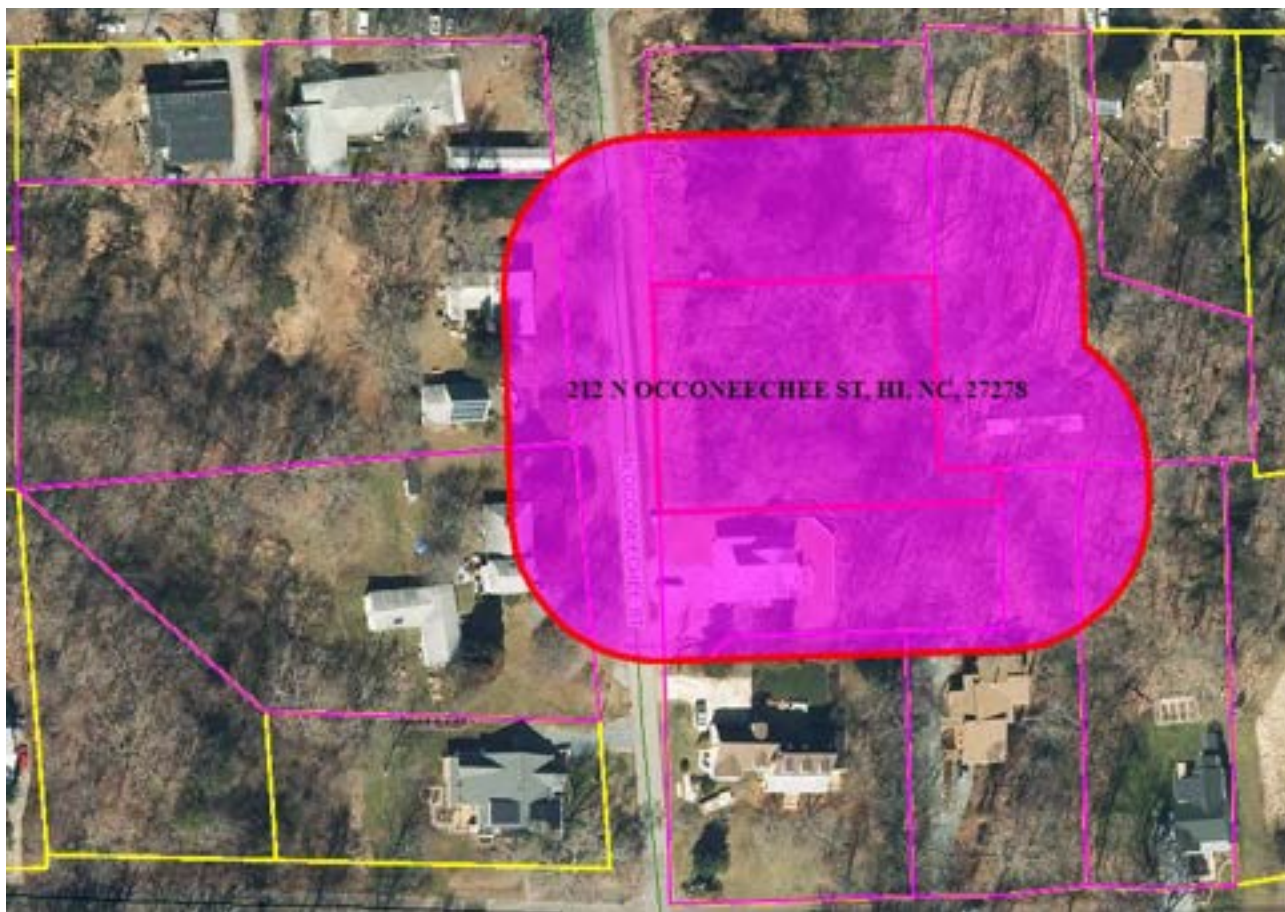
Shed – slab on grade with siding, trim, and roof to match the house

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864779269 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

1/18/2023  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	ADDRESS1	CITY	STATE	ZIPCODE
9864775298	BRADFORD	RICHARD H	215 N OCCONEECHEE ST	HILLSBOROUGH	NC	27278-2401
9864776176	DYER	BENTON J HRS	2163 LIMA LOOP PMB 001-1102	LAREDO	TX	78045-9452
9864776462	EXPRESS SUPPORT GROUP LLC		1801 ST ALBANS DR	RALEIGH	NC	27609
9864779055	WILSON	WILLIAM A	332 W TRYON ST	HILLSBOROUGH	NC	27278
9864779188	HARRIS	PHILLIP TAYLOR	PO BOX 9	HILLSBOROUGH	NC	27278
9864779269	KERN	ROBERT	9011 LAUREL SPRINGS DR	CHAPEL HILL	NC	27516
9864779464	MOORE	CHRISTOPHER	224 N OCCONEECHEE ST	HILLSBOROUGH	NC	27278
9864871005	JOHNSON	F REED	324 W TRYON ST	HILLSBOROUGH	NC	27278
9864871336	GILL	TERESA MARY	325 W QUEEN ST	Hillsborough	NC	27278
9864872121	ALES	BRIAN	320 W TRYON ST	HILLSBOROUGH	NC	27278







June 21, 2023

### NOTICE OF HISTORIC DISTRICT COMMISSION MEETING

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Bob and Terry Kern

Property Address: 212 North Occoneechee St (PIN: 9864779269)

Proposal: Applicant is requesting after-the-fact approval for changes to a previously approved COA for a new construction house.

This proposal will be discussed at the HDC meeting to be held on **Wednesday, July 5, 2023, at 6:30 pm** in the **Town Hall Annex Meeting Room at 105 East Corbin Street**. Please park and enter in the rear of the building. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

Joseph Hoffheimer  
Planner  
Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina  
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472